BUYING GUIDE Binders

Whatever the job, from professional presentations to storing and organizing large volumes of paperwork, there is a binder style that's perfect for the task. Here are a few pointers.

CHOOSE A BINDER STYLE

VIEW BINDERS
Clear overlay allows you to insert your own covers and spines for a custom look. Makes a great impression for presentations and allows easy identification.

STANDARD, NON-VIEW BINDERS
Ideal for reference and storage of any amount of paperwork. Many styles include spine labels for easy identification.

FLEXIBLE BINDERS
Designed for smaller presentations and reports. Easily portable, fits perfectly into briefcases. Available with solid colors or view covers for customization.

CHOOSE A RING TYPE TO FIT YOUR DOCUMENT PAGE COUNT

RING TYPES

EZD RING
Holds increased capacity vs. same size slant and round ring. Gap Free™ prevents gapping and misalignment of rings.

D-RING
Holds approximately 30% more than round ring. More durable than round ring.

SLANT RING
Holds up to 25% more than round ring. More durable than round ring.

ROUND RING
Traditional ring shape with standard capacity.

GAPLESS RING
Solid rings have no gaps. Pages flow smoothly, and rings will not open if binder is dropped.

BASED ON RING TYPE, SELECT THE CORRECT BINDER SIZE FOR YOUR PROJECT

SHEET CAPACITY

Ring Size	EZD Ring	D-Ring	Slant Ring	Round Ring	Gapless Ring
½"			120	100	
1"	275	200-275	200-270	175-250	
1½"	400	350-540	325-375	275-375	
2"	540	480-540	475-540	325-500	
3"	670	600-670	600-725	450-625	625
4"	780	700-780	725-890	700-750	725
5"	1,050	950-1,050	925-1,100	900-1,000	950
6"	1,250	1,300			

SPECIAL FEATURES TO LOOK FOR:

- **Easy-opening one-touch ring** Offers easier, one-handed operation
- **Gap-free or Gapless ring** Prevents gapping to keep pages secure and easy to turn
- **Back-mounted ring** Allows pages to lie flat
- **Label holders** Perfect for identifying spines of storage binders
- **Nonstick material** Prevents transfer of ink from printed materials to pockets or covers
- **Pockets and business card slits** Organize and secure loose papers and business cards
- **Recycled** Choose binders made from post-consumer recycled content and those made of materials which are 100% recyclable

Why Bind?

Bound presentation documents get noticed and make a professional impression on your audience.

It's easy, time-saving and cost-effective to do your own binding!

Types of documents that you'll want to bind:
- Presentations/reports
- Marketing collateral
- Client proposals
- Educational tools
- Handbooks/manuals

FIRST, DETERMINE THE BINDING STYLE THAT IS BEST FOR YOUR DOCUMENTS.

	Plastic Comb	ProClick	Wire	Thermal	VeloBind
	Standard, well-known finish. Perfect for presentations.	Zip open and close for fast production.	Stylish, secure, metal finish for when a premium look is desired.	Book finish. Perfect for reports. Binds multiple documents at once.	Book finish. Perfect for reports.
Max Punch Capacity*	UP TO 25 SHEETS	UP TO 15 SHEETS	UP TO 20 SHEETS	N/A	N/A
Max Booklet Size*	UP TO 500 SHEETS	UP TO 110 SHEETS	UP TO 130 SHEETS	UP TO 600 SHEETS OR UP TO 2" THICKNESS	UP TO 200 SHEETS

*Booklet size and punch capacity listed is maximum for machine type, actual sizes vary by model.

SECOND, DETERMINE HOW OFTEN YOU WILL BIND AND THE SHEET CAPACITY YOU WILL NEED.

PERSONAL	1 User	Home office use a few times a month. Binds up to 125 sheets.	**OCCASIONAL USE**
SMALL OFFICE	1-2 Users	Home office/small office use a few times a week. Binds 125-300 sheets.	**MODERATE USE**
LARGE OFFICE	3+ Users	Daily office use. Binds 300-500 sheets.	**FREQUENT USE**

THIRD, CHOOSE A PRESENTATION COVER SIZE AND STYLE.

LETTER SIZE 8½" × 11" with square corners.
Flush cut to fit standard paper size. Gives a neat, finished appearance without overhang.

OVERSIZED 8¾" × 11¼" with round corners.
Slightly larger to cover edges of paper. Bound documents have a ¼" overhang, which provides an additional margin in case the punched pages and cover holes don't match up perfectly. Allows less waste or rework.

COVER STYLES
We carry several types of cover styles in several traditional colors. You can choose from leather-look or textured finish heavyweight papers to opaque or clear plastic to recycled poly covers. We even have inkjet and laser printable photo-quality papers which provide sharp resolution for your custom designs.

BUYING GUIDE Casters

REMOVE a caster from the leg of your chair base.

MATCH the stem of your caster to the diagram. Select the correct length and diameter. (The stem tops can be flat or rounded—either will fit.)

DETERMINE if the casters will be used on carpeting, hard floors or chair mats. **For carpeting**: order hard wheel casters. **For hard floors, linoleum (vinyl) or chair mats**: order soft wheel casters.

MATCH YOUR CASTER STEM TO DIAGRAM

Measure to here.

1-1/2"	1-3/8"	1"	7/8"
5/16" W Stem	7/16" C Stem	3/8" K Stem	7/16" B Stem
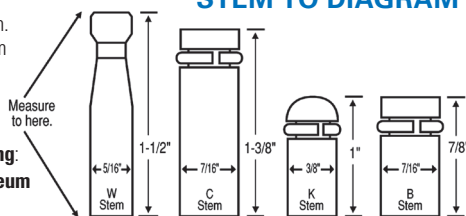
For use on carpeting: Order hard wheel casters.

For use on hard floors: Order soft wheel casters.

For use on linoleum (vinyl): Order soft wheel casters.

For use on chair mats: Order soft wheel casters.

C

D Standard Neck   Oversized Neck

Safety Casters

E Standard

A High Profile

Low Profile

Convert office chairs with casters to stationary chairs.

B

Prepacked with stem fasteners to attach to all metal base furniture.

F

Superball

Problem Solving Products
Master
MANUFACTURING
MASTER CASTER
WBE

For *MORE* **Master Caster** products visit
www.mastercasterdetails.com

Master Caster/Master Mfg
- Contemporary design, strength and performance make these replacement casters an excellent choice for office and home furnishings.
- With appropriate stems and fasteners, each caster can be used on wood, metal and tubular metal chairs, furniture and other equipment.
- All casters carry the manufacturer's guarantee against defects in material and workmanship.

ID	No.	Stem	Qty.	Unit	Price
	A Bell Glides				
	Convert office chairs with casters to stationary chairs without diminishing the height of the chair. For use on metal bases.				
	High Profile—2⁹⁄₁₆" base diameter. Height (not including stem): 2⁵⁄₁₆".				
1	MAS-70175	B	5	Set	32.95
2	MAS-70176	K	5	Set	32.95
	Low Profile—2" base diameter. Height (not including stem): 1⅜".				
3	MAS-70178	B	5	Set	31.25
4	MAS-70179	K	5	Set	31.25

ID	No.	Stem	Wheel Thread	Qty.	Unit	Price
	B Deluxe Casters					
	Prepacked with stem fasteners to attach to all metal base furniture, these casters take the guesswork out of caster stem selection. Includes five each: ⁷⁄₁₆ × ⅞ (B) Stems, and ⅜ × ⅞ (K) stems. Hard nylon wheels for use on low-to-medium carpeting, or soft polyurethane-bonded wheels for hard floors and chair mats.					
	Deluxe Duet Casters—2" twin wheel casters with full hood.					
5	MAS-23622	B; K	Hard	5	Set	44.85
6	MAS-23624	B; K	Soft	5	Set	52.25
	Deluxe Futura "Euro-Style" Casters—Euro designed 2⁹⁄₁₆" dual wheel casters, for bases with 1½" dia. oversized necks, make the caster and base appear as one.					
7	MAS-23618	B; K	Hard	5	Set	49.50
8	MAS-23620	B; K	Soft	5	Set	57.00
	C Duet Twin Wheels					
	For light to medium duty. For five-leg chair bases. Dual 2" wheels rotate independently. Self-lubricating to ensure easy swiveling. Standard sized neck.					
9	MAS-64426	C	Hard	5	Set	40.70
10	MAS-64526	C	Soft	5	Set	48.15

ID	No.	Stem	Wheel Thread	Qty.	Unit	Price
	D Safety Casters					
	Rolls when you're seated, brake keeps chair from rolling when you stand. Ideal for hard surfaces and low pile carpeting where runaway chairs are a problem.					
	Oversized Neck					
11	MAS-64235	B	Hard	5	Set	57.50
12	MAS-64335	B	Soft	5	Set	64.75
13	MAS-65435	K	Hard	5	Set	57.50
14	MAS-65535•K		Soft	5	Set	64.75
	Standard Neck					
15	MAS-64234	B	Hard	5	Set	53.75
16	MAS-64334	B	Soft	5	Set	61.50
17	MAS-65434	K	Hard	5	Set	53.75
18	MAS-65534	K	Soft	5	Set	61.50
	E Standard Casters					
	For chairs, stands, tables or any portable equipment. Self-lubricating ball bearings and double raceways for smooth swiveling. 2" rubber wheels.					
19	MAS-30701	C	Soft	4	Set	32.60
20	MAS-32001	K	Soft	4	Set	32.60
	F Superball Casters					
	Dual-usage caster features a specially molded soft tread 2" vinyl ball wheel that provides safe rolling on hard floor surfaces, chair mats and low pile carpeting. Double ball bearing raceways ensure perfect swiveling.					
	Bright Brass Finish					
21	MAS-53516	W	Soft	4	Set	46.20
	Bright Chrome Finish					
22	MAS-50713•C		Soft	4	Set	46.20

[A GUIDE TO OUR ICONS]
See page two for more information

Must Ship Freight

Assembly Required

Made of Some Recycled Material

Greener Choices

13-GR-LP-EWL

Relax, the chair you need is right here

HON-IE102SQ11
Hon® Ignition™

Executive Chairs: High-Back

Office Chairs: Multifunction; Task

HON-N103NR74
Hon® Nucleus®

① Pneumatic Seat Height Adjustment
Regulates seat height relative to the floor so that feet are flat on the floor and support better circulation.

② Back Height Adjustment
Positions height of lumbar support relative to the seat cushion to alleviate back stress.

③ Seat Glide Mechanism
Seat or back moves forward or back, then locks in position to create the proper seat depth for better back support and circulation to legs.

④ Tilt Tension/ Tilt Lock
Tilt allows back to recline at a 1:1 ratio to seat for a comfortable reclining position and redistribution of pressure points. Tilt tension controls the rate and ease at which the chair reclines and the lock-out tilt function keeps chair in upright position.

⑤ Knee Tilt
Pivot point located below front half of seat. Allows user to keep feet flat on floor while reclining. Offers increased circulation and redistribution of pressure points.
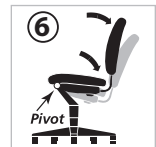
⑥ Synchronized Knee Tilt
(2:1 Ratio)
Combines, at a 2:1 ratio, the smooth recline of the back with the limited front rise of the seat to keep feet on the floor and improve circulation to legs.

From top-quality executive chairs for your office to comfortable, heavy-use chairs for your conference room, we have every chair to meet your need. Work can be a relaxing place.

ALE-RV44LS10C
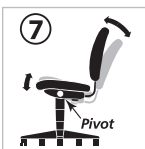Alera® Ravino

Specialty Chairs: Stools; 24/7; Big & Tall; Petite

Guest/Folding/Stacking Chairs: Nesting

MLN-VSC5ABMAH
Mayline® Mercado

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⑦ Dual-Action Tilt (2:1 Ratio)
Back reclines at a 2:1 ratio to seat angle creating relaxed positions while keeping feet relatively flat on the floor.

⑧ Posture Lock
Holds back in place in an infinite number of positions within a fixed range to offer variety in spinal alignment and weight distribution.

⑨ Multi-Task Control
Single lever easily adjusts seat and back angles independently, providing an infinite number of locking positions within a fixed range for customized comfort.

⑩ Asynchronous Control
Three levers modify: angle of back relative to seat; tilt (free float or locking); and forward tilt. Offers a wide variety of movement, spinal alignment and weight distribution.
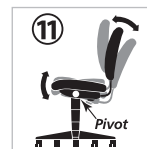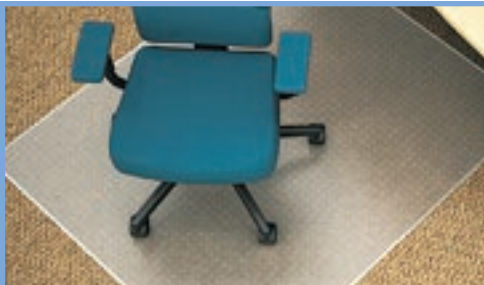
⑪ Dual-Clutch Posture Control
Seat and back angles adjust independently and lock in infinite positions within a fixed range – ideal for quick adaptation to different activities and multiple users.

⑫ Variable Synchro-Tilt (2:1 Ratio)
Back reclines in a 2:1 ratio to seat angle. Chair tilts freely, locks in five positions, or tilts forward to alleviate pressure points.

⑬ Integral Lumbar Support
Lumbar support within the chair back is height adjustable for proper placement; alleviates back stress.

Prices subject to change without notice.
Visit our website for the latest pricing and product information.

89

How to select a chair mat

1. DETERMINE THE SURFACE OF YOUR WORKSPACE.

HARD FLOOR	LOW PILE	STANDARD PILE	MEDIUM PILE	PLUSH PILE
Wood, tile, linoleum or vinyl floor	Carpets up to ¼" thick	Carpets ⅜" thick or less	Carpets ¾" thick or less	Carpets over ¾" thick

Standard Pile also works with Low Pile.

Medium Pile also works with Standard Pile and Low Pile.

HOW TO MEASURE CARPET THICKNESS AND DETERMINE PILE
(Carpet thickness includes padding)

1. Straighten the end of a paper clip. Sink the straightened end into the carpet, through the backing, until it reaches the floor.

2. Grab the paper clip with your thumb and index finger at the point where it's flush with the carpet. (Be sure you're not matting down the carpet with your hand.) Measure the distance between your fingers and the end of the paper clip, and that's the carpet's thickness.
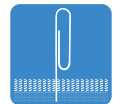
2. FIND THE SHAPE OF YOUR WORKSPACE TO MATCH IT WITH THE APPROPRIATE MAT STYLE YOU NEED.

WORKSPACE CONFIGURATION (SHAPE)				
Writing Table/Desk	**U-Workstation**	**Desk & Credenza**	**L-Workstation**	**Corner Workstation**
APPROPRIATE MAT STYLE				
• Lip • Rectangular/ Utility • Square • Contoured	• Lip • Rectangular/ Utility • Square • Contoured	• Lip • Rectangular/ Utility • Square • Contoured	• Rectangular/ Utility • L-Workstation • Square • Contoured	• Rectangular/ Utility • L-Workstation • Square • Contoured

MAT STYLES

Lip

Rectangular/ Utility

Square

L-Workstation

Contoured

3. CHOOSE THE SIZE OF THE MAT TO ORDER.

THINGS TO CONSIDER INCLUDE:

• Total floor space
• Width of your workstation
• Size of your chair base
• Your "roll area"—how much area you use to roll to retrieve items

NOTE: The size of the chair mat includes the lip length.

BUYING GUIDE Digital Dictation

DIGITAL VOICE RECORDERS OR PERSONAL NOTETAKING DEVICES offer portable, hand-held, on-the-go versatility.

PROFESSIONAL DIGITAL DICTATION PRODUCTS allow for multiple users and combine with transcription hardware and software for a full workflow solution.

GUIDE TO DIGITAL AUDIO RECORDING FORMATS
MP3 — compresses audio files so they are easier to store and transmit over the Internet.
WMA — compressed audio format allows faster Internet transmission of small files. Optional copyright protection.
DSS — uses high compression. Preferred for professional speech files and complex workflow processes.
WAV — mainly for storing audio data on a PC. Its large file sizes do not transmit well over the Internet.

PHILIPS

A Pocket Memo 955 Conference Recording and Transcription System
Capture, type up and archive accurate minutes with this conference recording and transcribing system. Digital recorder saves audio in DSS file format to produce excellent sound quality. Boundary layer microphones pick up sound from a 360° radius, so no important details are lost. Completed files can be quickly transferred from the digital recorder to a PC via a USB cable for storage or professional transcription. Use the ergonomic foot control and stereo headphones to make playing back and transcribing files a smooth process. Setup only takes seconds, so you can get your meeting started without delay. Includes conference digital recorder, four boundary layer microphones, USB docking station, memory card, remote control, click-on interview microphone, user manual, power supply, interchangeable primary power adapters, rechargeable batteries, SpeechExec Pro Transcribe software, USB smart key, USB foot control, stereo headphones and user manual. Compatible with Windows® 2000, XP, Vista™.

ID	No.	Unit	Price
1	PSP-LFH0955/10	EA	1,299.00

new

new

	PHILIPS	**PHILIPS**	**PHILIPS**	**PHILIPS**
Model	**B Pocket Memo 9380**	**C Pocket Memo 9375**	**D Digital Meeting Recorder 7000**	**E Digital Voice Tracer 5000**
ID	2	3	4	5
No.	PSP-LFH9385/52	PSP-LFH9375/52	PSP-DVT700000	PSP-DVT500000
Unit	EA	EA	EA	EA
Price	399.00	299.00	199.99	129.99
Max. Recording Time	Up to 523 h	Up to 349 h	Up to 1,056 h	Up to 1,056 h
Base Memory	4 GB	4 GB	4GB	4GB
Recording Format	DSS	MP3; DSS	PCM; MP3	PCM; PM3
Number of Folders/Files	Unlimited	Unlimited	99 Files	99 Files
Indexing	Yes	Yes	Yes	Yes
Microphone	Built-in Microphone	Built-in Microphone	Built-in Stereo Microphone	Built-in Stereo Microphone
Voice Activated Recording	Yes	Yes	Yes	Yes
Playback Speeds	Fast; Normal; Slow	Fast; Normal; Slow	Fast; Normal; Slow	Fast; Normal; Slow
Jacks/Ports Included	Headphone; Microphone; USB	Headphone; Microphone; USB	Headphone Jack; Microphone Jack	Headphone Jack; Microphone Jack
Package Includes	Includes Pocket Memo 9380 digital recorder, SpeechExec dictate software, SD memory card, pouch, USB cable, 2 AAA rechargeable batteries, quick start guide and user manual.	Includes Pocket Memo 9375 digital recorder, SpeechExec Dictate software, SD memory card, pouch, USB cable, 2 AAA rechargeable batteries and quick start guide.	Includes Digital Voice Tracer 7000 digital recorder, boundary layer microphone, wireless remote control, USB cable, rechargeable AAA batteries, premium in-ear headphones and case.	Includes Digital Voice Tracer 5000 digital recorder, USB cable, rechargeable AAA batteries, premium in-ear headphones and case.
Batteries Required	2 AAA (included)	2 AAA (included)	2 AAA (included)	2 AAA (included)
Size (W × D × H)	2 × ⁷⁄₁₀ × 4⅜	2 × ⁷⁄₁₀ × 4⅜	5³⁄₁₀ × 5³⁄₁₀ × 2⅛	5³⁄₁₀ × 5³⁄₁₀ × 2⅛
Warranty	Manufacturer's limited one-year warranty.	Manufacturer's limited one-year warranty.	Manufacturer's limited one-year warranty.	Manufacturer's limited one-year warranty.

13-GR-LP-EWL

[A GUIDE TO OUR ICONS] See page two for more information

Call if You Don't See What You Need

Made of Some Recycled Material

Greener Choices

new **New Item**

The right file folder for the job is critical to maintaining order and staying on top of your high-priority projects. When making your selection, consider the appropriate material and size. Follow the simple guidelines below and you'll be on the fast track to filing success in no time.

SELECT THE RIGHT FOLDER TYPE

EVERYDAY RECORDS

Colored—Distinctive colors help files stand out and are great for color-coding.

Kraft—Natural brown material offers extra resistance to smudging.

Manila—Soft buff-colored finish is smooth and smudge-resistant; resists tearing, folding and bursting.

HEAVY-DUTY & BULKY RECORDS

Pressboard—Hard and dense, offering superior strength and durability. Excellent for files that receive constant use.

Polypropylene—Offers improved durability and is a practical alternative to paper-based filing products. Polypropylene is water-resistant, tear-resistant, and ink and toner transfer-resistant.

SPECIAL FOLDER FEATURES

ANTIMICROBIAL

Antimicrobial—Product treated to resist the growth of bacteria, mold and mildew that can cause stains, odors and product deterioration.

FEWER PAPER CUTS!

CutLess®—Uses a special formula to produce a thicker stock with a softer edge, helping to reduce the incidence of painful paper cuts.

**SPILLS WIPE CLEAN!** Made With WaterShed Paper

Water-Resistant—Formulated to resist water and common desk spills. Simply wipe the folder to clean. Easy to write on with ballpoint pen, roller ball pen and pencil.

Archival Quality—Certified to meet long-term archival storage requirements without yellowing or fading. Typically made of acid-free or lignin-free materials.

SELECT THE RIGHT FOLDER HEIGHT
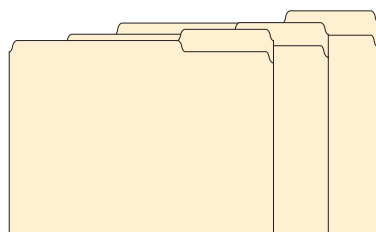
Interior Folders 9³⁄₁₆" High

Standard Folders 9½" High

Guide Height Folders 9¹⁵⁄₁₆" High

INTERIOR FOLDERS FIT INSIDE HANGING FOLDERS
These file folders are best used to keep groups of papers separated within a hanging file folder category. Tabs don't extend above hanging folder top edge.

STANDARD FOLDERS OFFER ASSORTED TABS
Letter and legal size folders with tabs are 9½" high. Letter size folders are 11¼" wide; legal size are 14¾" wide.

GUIDE HEIGHT FOLDERS OFFER SINGLE POSITION TABS
9¹⁵⁄₁₆" high guide height provides good visibility of the tab above the body of a guide or within a hanging folder system.

CROWN
MATS & MATTING

A – **C** **Total Care 3-Mat System™** Keeping your building's indoor surfaces clean is as easy as 1-2-3. These mats are designed to work together at entryways with heavy foot-traffic, including those at office buildings, stores, schools, restaurants and hotels. Start outside with the Fore-Runner™ Scraper Mat. Then use the Cross-Over™ Wiper/Scraper Mat in the breezeway. The moisture-absorbent Walk-A-Way™ Wiper Mat completes the job in the foyer.

A **Fore-Runner™ Outdoor Scraper Mat** The tough, durable loop-twist construction of these outdoor floor mats scrapes off dirt and grit before it enters the home or office. Ideal for locations with a large number of daily visitors, including office buildings, universities, convention centers and resorts. Manufacturer's Total Confidence Warranty.

ID	No.	Color	W × L	Qty.	Unit	Price
1	CWN-FN-0035GY	Gray	36" × 60"	1	EA	80.25
2	CWN-FN-0046GY	Gray	48" × 72"	1	EA	128.80

B **Cross-Over™ Indoor/Outdoor Wiper/Scraper Mat** Preventing dirt and moisture from entering your home doesn't always simply require laying a standard mat—sometimes you need something extra. These crossover mats solve this problem through a combination of tightly woven loops of Olefin and polypropylene ribbon. Manufacturer's Total Confidence Warranty.

ID	No.	Color	W × L	Qty.	Unit	Price
3	CWN-CS-0035GY	Gray	36" × 60"	1	EA	93.75
4	CWN-CS-0046GY	Gray	48" × 72"	1	EA	150.00

C **Walk-A-Way™ Indoor Wiper Mat** The superior wiping and absorbing power of these indoor floor mats make them an ideal companion to medium/heavy traffic areas. These plush, absorbent yarn mats give you the reassurance that all outdoor dirt and debris will stay off your floors. Features superior moisture absorbency and premium Olefin continuous filament that resists crushing. Manufacturer's Total Confidence Warranty.

ID	No.	Color	W × L	Qty.	Unit	Price
5	CWN-WA-0035GY	Gray	36" × 60"	1	EA	80.25
6	CWN-WA-0046GY	Gray	48" × 72"	1	EA	128.40

D **Mat-A-Dor™ Entrance Scraper Mat** Want some tips for keeping your home and office free from dirt and debris? Here are 2,400 of them. That's how many shoe-cleaning rubber fingertips there are per square foot on these mats. The flexible surface also provides the comfort and qualities of an anti-fatigue mat. Beveled edges keep mat flat and reduce tripping hazard. Easy-to-clean design saves you time and energy. Manufacturer's Total Confidence Warranty. ⊞ ▨

ID	No.	Color	W × L	Qty.	Unit	Price
7	CWN-MASR42BK ✶	Black	24" × 32"	1	EA	80.95
8	CWN-MAFG62BK ✶	Black	36" × 72"	1	EA	262.15

✶ *Contains 37% pre-consumer recycled content.*

E **Needle-Rib™ Wiper/Scraper Mat** Keep those unwanted guests—dirt and moisture—off the invite list by using Needle Rib™ wiper/scraper mats. Rugged grooves and ribbed polypropylene needle fibers trap and hide dirt before it enters your home or office. Beveled edges reduce the risk of tripping, while a vinyl backing helps keep mat in place. Wear-resistant, color-fast design for light- to medium-traffic areas. For indoor use. Manufacturer's limited one-year warranty.

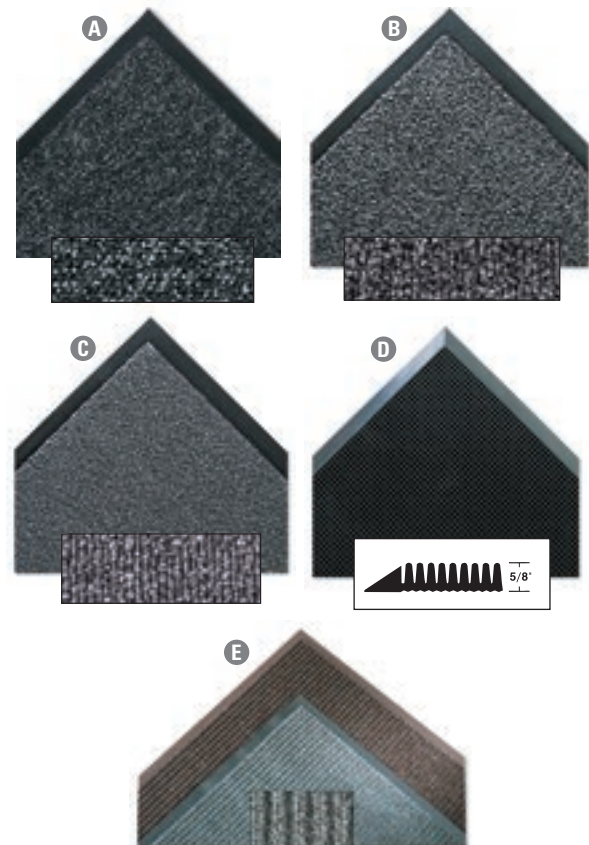| ID	No.	Color	W × L	Qty.	Unit	Price
9	CWN-NR0035BR	Brown	36" × 60"	1	EA	74.25
10	CWN-NR0035GY	Gray	36" × 60"	1	EA	74.25
11	CWN-NR0046BR	Brown	48" × 72"	1	EA	118.80
12	CWN-NR0046GY	Gray	48" × 72"	1	EA	118.80
13	CWN-NR0310BR	Brown	36" × 120"	1	EA	148.50
14	CWN-NR0310GY	Gray	36" × 120"	1	EA	148.50

13-GR-LP-EWL

BUYING GUIDE Floor Mats

Statistics prove that an effective matting system is essential to protect floors and carpets in your entire building. By purchasing the correct mats, you can reduce maintenance costs and improve building safety. Without adequate matting, up to 24 lbs. of dirt can be tracked in by just 1,000 people in a 20-day work period; and 42% of floor finish can be removed within the first six feet of an entrance by only 1,500 people.

CHOOSE THE RIGHT SIZE
A mat that is too small will not fix the problem area you are trying to improve; a mat that is too large may cause tripping. Also, consider the thickness of the mat. If it will be used in front of a door, what kind of floor clearance will the door require?

CHOOSE THE RIGHT TYPE
Will the mat be located in a high-traffic area, a wet area or used to protect equipment and floors in an office area? Will the mat be used to lessen the fatigue of workers who stand most of the day? We have mats that can help reduce stress on the body and help reduce slips and falls. We also have wiper and scraper mats meant to catch dirt.

A
B
C
D
5/8"
E

Prices subject to change without notice.
Visit our website for the latest pricing and product information.
1111

BUYING GUIDE Headsets

WHAT WILL YOU BE CONNECTING TO?

Look for this icon if you need to…

OFFICE — Connect to your desk phone

PC — Connect to your PC audio (for VoIP or softphones)

MOBILE — Connect to your mobile phone

HOME — Connect to your home phone

HOW FREE DO YOU WANT TO BE?

Don't want to be tied to your desk? With a wireless headset you can roam the office while on a call.

DECT — Provides low interference, high quality audio and up to 350 feet of wireless freedom.

Bluetooth® — Ensures you will have a seamless, wireless headset experience. Provides up to 33 feet of roaming range.

CONNECT — Voice conferencing…a click of a button on your headset lets someone on another headset in on your call.

CHOOSE A WEARING STYLE

Over-the-ear
Discreet, plus quick and easy to put on and take off.

Over-the-head
Worn like a headband, it provides more stability.

Convertible
The ultimate in versatility. Convertibles offer over-the-ear, over-the-head and behind-the-head wearing options in one convenient headset.

Want to keep one ear on your surroundings? Choose a **monaural** (single-earpiece) style.

To block out distracting background noise, choose a **binaural** (dual-earpiece) style.

plantronics

A **Savi® 740 Multi-Device Wireless Headset** Wireless headset offers connectivity for your PC, office and mobile phones.
• Enterprise-grade DECT technology gives you hands-free wireless mobility, making it ideal for conference calls, webinars and multimedia listening.
• Noise-canceling microphone, digital sound processing and wideband PC audio support deliver business-class sound quality.
• Lightweight, convertible design lets you choose from three wearing styles.

ID	No.	Headset	Wearing Style	Microphone	Unit	Price
1	PLN-SAVI W740	Monaural	Convertible	Noise Canceling	EA	399.95

Also Consider:

ID	No.	Description	Unit	Price
2	PLN-APV63	APV-6 Avaya Headset Hookswitch Control	EA	79.95
3	PLN-HL10	HL10 Remote Handset Lifter	EA	79.95
4	PLN-APC41	APC-4 Cisco Headset Hookswitch Cable	EA	79.95
5	PLN-APP51	APP-5 Polycom Headset Hookswitch Cable	EA	79.95

OFFICE | PC | MOBILE | DECT

Jabra®

B **PRO™ 9400 Series Wireless Headset** PRO™ 9400 headsets unite your desk, mobile and soft phones by an intuitive, stylish touch screen base that offers a wireless range of up to 490 ft.
• EHS cable or handset lifter sold separately

ID	No.	Headset	Wearing Style	Microphone	Unit	Price
6	JBR-947066904105	Monaural	Convertible	Noise Canceling	EA	419.95
7	JBR-946569804105	Binaural	Over The Head	Dual-Mic Noise Blackout™ Technology	EA	439.95

Also Consider:

ID	No.	Description	Unit	Price
8	JBR-01-0369	GN 1000 Remote Handset Lifter	EA	75.00
9	JBR-1420119•	Link™ 19 Avaya Hookswitch Control	EA	40.00
10	JBR-1420120•	Link™ 20 Avaya Hookswitch Control	EA	50.00
11	JBR-1420116	Cisco Unified IP Hookswitch Control	EA	40.00
12	JBR-1420117	Polycom Soundpoint Hookswitch Control	EA	40.00

OFFICE | PC | MOBILE | DECT

13-GR-LP-EWL

[A GUIDE TO OUR ICONS]
See page two for more information

Assembly Required

New Item

Made of Some Recycled Material

Call if You Don't See What You Need

How to shop for printing supplies

We make it easy to find what you need when you shop this section.

TIPS FOR NAVIGATING THIS SECTION

• Brands appear in alphabetical order except HP appears first.
• Compatible cartridges are located after national brands.

• Printing supplies for machines without identifiable series names will be the last listing of each national brand section.

HOW TO SHOP FOR BRAND NAME PRINTING SUPPLIES

Find the printing supply type you're looking for.

Locate the brand you want.

Find your machine series.

Locate the market indicator/cartridge number.

Use this number to order your new cartridge.

Value Packs icons highlight cost-saving multipacks.

P PRINTING SUPPLIES | laser

hp

ID	No.		Description	Approx. Page Yield*	Qty.	Unit
			HP COLOR LASERJET SUPPLIES			
1	HEW-CE255X		HP-55X Black Smart High-Yield Toner	12,500	1	EA
2	HEW-CE255A		HP-55A Black Smart Toner	6,000	1	EA
3	HEW-CE255XD		HP-55X Black Toner	12,500	2	PK
4	HEW-CE278A		HP-78A Black Toner	2,100	1	EA
5	HEW-CE278D		HP-78A Black Toner	2,100	2	PK
6	HEW-Q3960A		HP-122A Black High-Yield Toner	5,000	1	EA

HOW TO SHOP FOR COMPATIBLE PRINTING SUPPLIES

Find the printing supply type you're looking for.

Locate your printer or office machine brand.

Find the market indicator/cartridge number of the cartridge you are replacing.

Use this number to order your new cartridge.

This icon indicates which cartridges are remanufactured, a greener choice.

P PRINTING SUPPLIES | inkjet

innovera technology essentials

ID	No.		Replaces Cartridge	Description	Approx. Page Yield*	Qty.	Unit
			COMPATIBLE FOR DELL PHOTO MODELS				
1	IVR-M4640		Series 5/M4640	Black Ink	484	1	EA
2	IVR-M4646		Series 5/M4646	Tri-Color Ink	588	1	EA
3	IVR-9SMK992		Series 9/MK990	Black Ink	392	1	EA
4	IVR-9SMK993		Series 9/MK991	Tri-Color Ink	522	1	EA
			COMPATIBLE FOR DELL INKJET MODELS				
	IVR-T5879B		1-T5879	Black Ink	226	1	EA

Prices shown are for illustration only.

C(cyan)**M**(magenta)**Y**(yellow)**K**(black)

Color prints are created through the CMYK ink system. For example the color "green" is a combination of C(cyan) and Y(yellow).

Look for Value Packs

Stock up and save. Value Packs are a great way to save money when you intend to purchase multiple cartridges.

$

Choosing the right keyboard platform makes good ergonomic sense

- Reduce repetitive stress
- Maintain proper posture
- Ensure comfort

Head, neck and shoulders are positioned forward and upright (not bent or turned)

Shoulders and arms are roughly perpendicular to the floor; elbows are held close to the sides

Keep hands and wrists in a straight line with forearms (not bent up or down)

Adjustable keyboard tray and chair allow ample clearance between thighs and keyboard tray

1. ADJUSTMENT OPTIONS How do you work?

A You work both sitting and standing

CHOOSE:
A Sit/Stand Platform

Longer arms allow keyboard to adjust above desktop for standing or sitting use.

B You need the maximum range for adjustments for optimal ergonomics
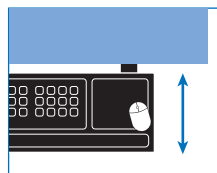
CHOOSE:
An Articulating Platform
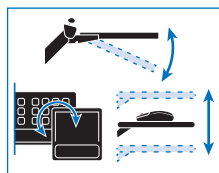
Full range of adjustments: height, tilt and swivel.
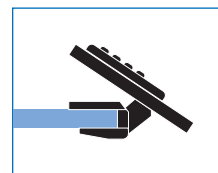
C Ergonomic adjustability is not a concern

CHOOSE:
A Sliding Drawer

Minimal adjustment in height and tilt.

D You need maximum knee clearance with no tools required for installation

CHOOSE:
A Desktop Edge Keyboard Manager

Full range in height and tilt adjustment.

2. WORKSTATION TYPE Where do you work?

The icons below appear beneath the product photography throughout this section to help you identify the best fit for the shape of your workstation.
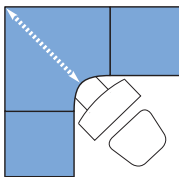
21" or more Curved Corner Workstations

21" or more Corner Workstations

17"–23" Standard-Depth Workstations
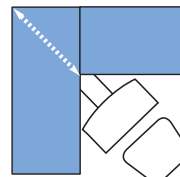
21" or more 90 Degree Angle Workstations

3. PLATFORM FEATURES What will help you work?
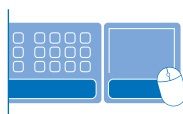
Wrist Rest

Platform Size

Adjustable Mouse Platform

Glossary of Terms

DESKTOP EDGE KEYBOARD MANAGER
Attaches to desktop edge without tools and allows extended knee clearance.

GLIDE TRACK
Track length determines workstation compatibility. Measure your desk depth to ensure that glide track will fit.

HEIGHT ADJUSTMENT
Positions platform above or below mounting surface.

KEYBOARD DRAWER
Removes keyboard and mouse from desktop to save workspace; minimal adjustment in height and tilt.

KEYBOARD PLATFORM
Allows personalized keyboard placement for increased comfort.

KEYBOARD TRAY
Full range of height and tilt adjustability for maximum comfort.

MOUSE PLATFORM
Allows personalized mouse placement for increased comfort.

SIT/STAND KEYBOARD TRAY
Allows end user to work in both sitting and standing positions.
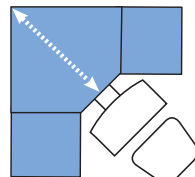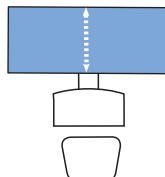
TILT ADJUSTMENT
Lever or knob provides negative keyboard platform adjustment.

When choosing a label maker you'll want to consider:

- **Usage:** Will you be using your label maker primarily for personal, office or industrial applications?
- **Tapes:** Do you need a wide range of widths, types and colors?
- **Features:** How many fonts, styles, barcodes, symbols, do you need? Do your prefer: an ABC or QWERTY keyboard? 2-line or graphical display? Portable handheld or desktop design? Do you need memory to save frequently printed labels or phrases?

DYMO®

B **LabelManager® 500TS Touch Screen Label Maker** Large, full-color touch screen—a DYMO first! Just tap to create, edit and format labels with ease. Speed text entry on the computer-style keyboard. Customize your labels with 10 fonts, 25 font sizes, 32 text styles, 5 boxes plus underline and 325 built-in symbols and clip-art images. Prints crystal clear graphics, barcodes and logos at 300 dpi resolution. Connect your PC or Mac® and use DYMO Label™ Software to customize your labels with fonts and graphics. Share without losing your settings—new user profiles let you store settings and data for up to 5 different users. Avoid cost and inconvenience of disposable batteries with a rechargeable battery pack. Manufacturer's one-year limited warranty.

ID	No.	Max. Printed Lines	Tape Sizes	W × D × H	Unit	Price
2	DYM-1790417	8	½"; ¼"; ¾"; ⅜"; 1"	6½" × 6⅝" × 3⁹⁄₁₀"	EA	279.99

brother at your side   *P-touch*

A **PT-9600 Professional Labeling System** Full-featured labeling system is ideal for telecom, asset management, maintenance and repair operations. Rotates text for cable wrapping and flagging. Download label designs and transfer images and graphics. Prints in ten fonts, 12 type styles and 25 sizes. Professional quality 360 dpi resolution. Backlit LCD display. Notebook-style QWERTY keyboard. Makes durable laminated labels from ¼" to 1½" wide. Print crack-and-peel labels individually, or in a strip. Prints industry standard barcodes and serialized labels for patch panels. Automatic cutter. Compatible with Windows® 7, Vista, XP and Mac OSX 10.7.x. Includes one 1" black-on-white TZe tape, one ¾" black-on-white Extra-Strength adhesive TZe tape, rechargeable NiMH battery, AC adapter, USB cable, software and protective carry case. Tape widths are approximate. Manufacturer's one-year limited warranty.

ID	No.	Max. Printed Lines	Tape Sizes	W × D × H	Unit	Price
1	BRT-PT-9600	16	¼" - 1½"	9¼ × 11⅞ × 4⅛	EA	799.99

For label makers supplies,
see pages 1034–1036.

BUYING GUIDE Label Printers

Label Printers connect to a computer allowing you the use of labeling software and giving you a wide variety of fonts, styles, graphics and other labeling capabilities. Label printers use label cassettes in a range of types and sizes.

When choosing a label printer you'll want to consider:
- **Usage:** Will you be using your label printer primarily for personal, office or industrial applications?
- **Compatibility:** What operating system and software compatibility do you need?
- **Features:** What do you need from the labeler software: how many fonts, styles, barcodes, symbols—vertical or mirror printing? Are you looking for specialty label printing such as badges or postage? Do you want wireless or networking capabilities to share your label printer?
- **Labels:** Do you need various sizes and types?

For *MORE* **DYMO**® products and special offers visit
www.dymodetails.com

DYMO

A LabelWriter® 450 Series PC/Mac® Connected Label Printer Print labels for envelopes, packages, files, folders, media name badges and more directly from popular software programs. Offers barcode printing. Features Address Fixer™ which automatically proofreads and corrects addresses from the USPS database. Works with PC or Mac® and prints directly from Microsoft® Word, Outlook®, CardScan®, WordPerfect®, QuickBooks®, ACT!® and more. USB connectivity. Efficient direct thermal printing—no ink or toner required! 600 x 300 dpi resolution. Compact design saves valuable work space. Exceptionally fast, convenient and versatile. PC/Mac®-connected label printer lets you label, mail and file smarter with DYMO® Productivity Software. Powerful and intuitive label software includes an integrated address book. Prints 56 label styles in eight categories plus USPS®-approved No-Monthly-Fee DYMO Stamps™ postage labels. New "sleep mode" conserves energy. Label guide feature ensures that each label prints perfectly. Mac® OS 10.2.8 and Later; Windows® 2000, XP, Vista™. Manufacturer's two-year limited warranty.

ID	No.	Printing Speed	Max. Label Width	W × D × H	Unit	Price
	LabelWriter® 450					
1	DYM-1752264	51 Labels/Minute	2⁷⁄₁₆"	5" × 7.2" × 5.2"	EA	149.99
	LabelWriter® 450 Turbo—Lightening-fast printing.					
2	DYM-1752265	71 Labels/Minute	2⁷⁄₁₆"	5" × 7.2" × 5.2"	EA	199.99
	LabelWriter® 450 Twin Turbo—Holds two label rolls at once to maximize efficiency.					
3	DYM-1752266	71 Labels/Minute	2⁷⁄₁₆"	8½" × 7.2" × 5.2"	EA	289.99

brother at your side

B QL-720NW High-Speed Label Printer with Built-in Ethernet and Wireless Networking Flexible connectivity–network label printer features both Ethernet and Wireless (802.11b/g/n) interfaces. Print directly from mobile devices—free Brother™ iPrint & Label downloadable app available for iPhone®, iPod touch®, iPad® and Android™ smart phones. Offers serial interface for use with a peripheral, such as a scanner. Windows® XP; Windows® Vista; Windows® 7; Windows® Server 2003; Windows Server® 2008; Mac® OS X 10.5.8-10.7. Manufacturer's two-year limited warranty.

ID	No.	Printing Speed	Max. Label Width	W × D × H	Unit	Price
4	BRT-QL720NW ✶	93 Labels/Minute*	2.4"	5" × 9⅝" × 6"	EA	229.99

✶ *Standard address labels, text only, at 300dpi.*

For *MORE* **Brother**® products and special offers visit
www.brotherdetails.com

brother at your side

C QL-710W High-Speed Label Printer with Wireless Networking Easy connectivity–print from virtually anywhere or share on a network. Create cost-effective paper labels for packages, envelopes, file folders, discs, banners, postage and more. Print directly from mobile devices—free Brother™ iPrint & Label downloadable app available for iPhone®, iPod touch®, iPad® and Android™ smart phones. Windows® XP; Windows® Vista; Windows® 7; Windows® Server 2003; Windows® Server 2008; Mac® OS X 10.5.8-10.7. Manufacturer's two-year limited warranty.

ID	No.	Printing Speed	Max. Label Width	W × D × H	Unit	Price
5	BRT-QL710W ✶	93 Labels/Minute*	2.4"	5" × 9⅝" × 6"	EA	199.99

✶ *Standard address labels, text only, at 300dpi.*

For label printer supplies see page 1033.

Prices subject to change without notice.
Visit our website for the latest pricing and product information.

1025

13-GR-LP-EWL

BUYING GUIDE Laminators

WHY LAMINATE?

- If it's worth saving, it's worth protecting.
- Protect and preserve important documents.
- Enhance color photos and presentations.

1. First, what do you want to laminate?

PHOTO
Max. Lamination Width 4"

- Photography Prints
- Business Cards
- Badges

DOCUMENT
Max. Lamination Width 9"

- Certificates
- Sell Sheets
- Cover Sheets

WIDE FORMAT
Max. Lamination Width Up to 13"

- Calendar Pages
- Menus
- Brochures

EXTRA WIDE FORMAT
Max. Lamination Width Up to 27"

- Posters
- Banners
- Signs

2. Next, what type of laminator is best for your needs?

HEAT LAMINATORS use heat to activate adhesive which seals the plastic laminate

- Good choice for items that require resistance to wear and tear and are not affected by heat
- Creates high-quality, durable lamination
- Many hot laminators offer cold settings for heat-sensitive items

HEAT-FREE LAMINATORS use presure to seal the plastic laminate

- Good choice for heat-sensitive items such as photos, some inkjet documents and faxes
- Can be a safe alternative for classroom use

POUCH LAMINATORS use laminate pouches that are typically closed on at least one side

- Good choice for moderate office or home use
- Pouches are available in a number of sizes and thicknesses

ROLL LAMINATORS use rolls of laminate film which makes it possible to laminate items in a wide variety of lengths and thicknesses

- Good choice for larger items and high volumes—ideal in educational environments, smaller print shops
- Allows continuous feed of documents and delivers the speed needed to handle larger volumes
- Film is available in a variety of widths and thicknesses

3. Determine how strong the lamination needs to be

3 mil
STANDARD
3 mil
Standard gauge. For occasional handling, filing or posting of menus, photos or other items where pouch flexibility is acceptable.

5 mil
MEDIUM
5 mil
Medium gauge. For moderate handling, filing or posting of items such as photos, legal files or recipe cards.

7 mil
RIGID
7 mil
Rigid gauge. For daily handling, filing or posting of items such as sales material, calendars, luggage and ID tags.

10 mil
EXTRA-RIGID
10 mil
Extra-rigid gauge. For intensive daily handling or usage of items such as reference documents, displays, easels, posters, signs, etc.

4. Consider other important features

Fast Warm-up Time   Gets the job done in less time.

Quick Release Technology   Corrects misfeeds.

Jam-Free Technology   Ensures seamless performance.

SAFETY FEATURES

HeatGuard Technology™   Double-walled insulation keeps heat inside so machine is cool to the touch. Perfect for classrooms or crafting with kids.

Auto Shut-Off   Prevents overheating.

HON.

Why Lateral Files?

Lateral files are the most efficient means of conventional filing. So why HON lateral files? Because they are built better. Storing papers and supplies isn't so hard. But doing it for years while getting bumped, slammed, banged—and looking good all the way—that's a HON lateral file. Now let's try to find the one that's perfect for you.

HON Brigade 800 Series	HON Brigade 700 Series	HON Brigade 600 Series	HON 500 Series	basyx by HON 400 Series
pg. 223	pg. 224	pg. 225	pg. 227	pg. 227

Brigade® Series files are built to last, priced to please, and designed to look good just about anywhere.
500 Series files have reinforced construction and a smooth ball-bearing suspension to ensure your lateral files will last for years.
400 Series files are an economical option offering sturdy construction for years of reliable performance.

SELECTING THE RIGHT HEIGHT

	HON Brigade 800 Series	HON Brigade 700 Series	HON Brigade 600 Series	HON 500 Series	basyx by HON 400 Series
30" Wide			2, 3, 4, 5	2, 4	2, 4
36" Wide	2, 3, 4, 5	2, 3, 4, 5	2, 3, 4, 5	2, 4, 5	2, 4
42" Wide	2, 3, 4, 5	2, 3, 4, 5	2, 3, 4, 5		

SUGGESTED APPLICATIONS

2 Drawer: Under worksurfaces
3 Drawer: Under worksurfaces for stand-up desking
4 Drawer: Up against a wall
5 Drawer: Up against a wall

LATERAL FILES AT A GLANCE

RECOMMENDED USAGE

Daily	Weekly	Monthly
800 Series	500 Series	400 Series
700 Series		
600 Series		

Complement your office suite...
with Metro Classic steel desks.
See pages 70-71 for details.

FILING THAT WORKS FOR YOU

Front-to-back filing:
30" wide files*: 30½ or filing with two rows of letter.
36" wide files*: 30½" of filing with two rows of letter/letter, legal/legal, or letter/legal.
42" wide files*: 45½" of filing with 3 rows letter or 30½" of 2 rows legal, or 2 standard printout rows.

Side-to-side filing:
30" wide files: 27" of filing with letter or legal.
36" wide files: 33" of filing with letter or legal.
42" wide files: 39" of filing with letter or legal.

Combination filing:
(front-to-back and side-to-side in one drawer)
30" wide files: not recommended.
36" wide files: 15¼" of front-to-back filing and 20¼" of side-to-side filing.
42" wide files: 15¼" of front-to-back filing and 26¼" of side-to-side filing.

DON'T FORGET THE EXTRAS

Removable Lock Core Replacement Kit

ONE KEY

For one-key convenience in a work area. For keyed-alike locks, order the standard product (shipped with factory installed locks using random numbered cores). Order the appropriate quantity of like-numbered replacement cores for each workstation or keyed area. Includes one core, two keys, core-removal tool adapter and instructions. Brushed chrome.

ID	No.	Color	Qty.	Unit	Price
1	HON-F23CX	Brushed Chrome	1	Each	28.00

Single Cross Rails for 30" and 36" Lateral Files

Create front-to-back filing. For 30" Laterals—Makes two rows of letter-size filing for two drawers. For 36" Laterals—Makes two rows of letter- or legal-size filing for two drawers.

ID	No.	Color	Qty.	Unit	Price
2	HON-919491	Gray	4	Pack	43.00

Double Cross Rails for 42" Wide Lateral Files

Makes three rows of front-to-back letter size filing. Order one pack per drawer/shelf. Two rails per pack.

ID	No.	Color	Qty.	Unit	Price
3	HON-919492	Gray	2	Pack	43.00

13-GR-LP-EWL

BUYING GUIDE Light Bulbs

Plug in to the future of lighting

Beginning in 2012, federal legislation began phasing out the nationwide manufacture of some incandescent, halogen and fluorescent bulbs in favor of more efficient options. New options produce similar amounts of light (lumens) using less energy (wattage).

PRODUCT	SOFT WHITE	COOL WHITE	DAY LIGHT	COLOR TEMP	BULB LIFE (HOURS)	OVERALL ILLUMINATION	TASK	ACCENT	ENERGY INFO	BENEFITS
Incandescent	✓			Warm—brings out reds, yellows, earth tones.	200-1,200	✓			High wattage, low energy efficiency.	Improves color definition, lowers glare, increases visual sharpness.
Halogen	✓			Warm—colors appear crisper and cleaner than incandescent.	1,000-2,000	✓	✓	✓	Provides more light using lower wattage than incandescent.	Shadowless light. Helps prevent eyestrain.
Linear Fluorescent	✓	✓	✓	Warm to cool to daylight.	Up to 24,000	✓	Large Scale		More efficient than an incandescent of the same wattage.	Spreads light throughout a space more completely than incandescent.
Compact Fluorescent (CFLs)	✓	✓	✓	Generally warm—brings out reds, yellows, earthtones, but can be warm to cool to daylight.	6,000 to 15,000	✓			Energy efficient. Uses 60%-80% less energy than incandescent.	Compact size screws into standard lamp sockets.
LED	✓			Warm—equivalent to incandescent.	Up to 50,000	✓	✓	✓	Most efficient today. Uses up to 90% less energy than incandescent.	Outstanding value (considering price to life to energy savings).

LUMEN IS THE NEW WATT

The chart below gives the U.S. phase-out date for incandescent bulbs as well as the equivalent CFLs and range of Lumens. Use the conversions to substitute bulbs that use less energy (watts) and still provide the light output (lumens) you prefer.

INCANDESCENT PHASE-OUT DATE	INCANDESCENT WATTAGE	EQUIVALENT CFL WATTAGE	LOOK FOR LUMENS
Began in 2012	100	25-30	1490-1750
2013	75	19-24	1050-1489
2014	60	13-18	750-1049
2014	40	9-12	310-749

DETERMINE YOUR SCREEN FORMAT

Regular   **Wide**

Take a diagonal measurement of your screen. Choose the filter size that is equal to or slightly larger than your measurement. For proper fit, do not include the plastic frame.

BUYING GUIDE Monitor Filters

Monitor filters can boost productivity by helping to prevent eyestrain and the headaches associated with prolonged monitor use. Some monitor filters also provide privacy protection for your confidential information.

COMMON TERMS PERTAINING TO NOTEBOOK AND MONITOR FILTER SELECTION

PRIVACY
Protects confidential information by making on-screen data visible only to the individuals directly in front of the monitor.

BLACKOUT TECHNOLOGY
Darkens screen image from side view.

BLUR TECHNOLOGY
Distorts screen image from side view.

MAGNIFICATION
Increases image and text size on your monitor screen.

ANTI-GLARE
Optical coating eliminates the glare and reflection from nearby light sources.

ANTI-RADIATION
Blocks a percentage of the electromagnetic ELF/VLF E-field radiation generated by computer monitors when properly grounded with grounding wire.

ANTI-STATIC
Reduces static charge and dust build-up when properly grounded with grounding wire.

3M

A **Gold Frameless Privacy Filter** User sees more clearly than ever while onlookers see nothing but a vibrant gold screen. Provides more effective privacy protection and higher clarity than standard blackout filters. Protects screens from scratches, fingerprints and damage. Filter is reversible, choose gold or black side. Manufacturer's limited one-year warranty.

ID	No.	Fits Notebook/LCD	Unit	Price
1	MMM-GPF101W•	10.1"—Widescreen	EA	47.70
2	MMM-GPF121W	12.1"—Widescreen	EA	83.90
3	MMM-GPF133W ✶	13.3"—Widescreen	EA	86.25
4	MMM-GPF133W9• ✶	13.3"—Widescreen	EA	86.25
5	MMM-GPF140W	14"—Widescreen	EA	88.95
6	MMM-GPF141W•	14.1"—Widescreen	EA	88.95
7	MMM-GPF154W•	15.4"—Widescreen	EA	94.60
8	MMM-GPF156W•	15.6"—Widescreen	EA	94.60
9	MMM-GPF170	17"	EA	153.60
10	MMM-GPF170W	17"—Widescreen	EA	145.20
11	MMM-GPF190	19"	EA	172.33
12	MMM-GPF190W	19"—Widescreen	EA	178.08

✶ *MMM-GP133W—Aspect ratio 16:10*
MMM-GPF133W9—Aspect ratio 16:9

A

Special Orders
Don't see it here? Just ask.

Prices subject to change without notice.
Visit our website for the latest pricing and product information.

741

13-GR-LP-EWL

BUYING GUIDE Multimedia Projectors

Understanding the technical terminology behind digital projectors will help you select the right model to fit your needs. Use this guide to help you understand which features are most important for you.

Contrast Ratio is the contrast between black and white. The greater the contrast ratio, the more subtle color details can be seen.

DLP Technology is "Digital Light Processing." This technology uses micro mirrors to project an image. DLP Technology allows for a more advanced digital image display. DLP Technology shows all pixels in an image with the same amount of light so there is no fading around the edges.

Optical Zoom zooms in to an image through the optic lens of the projector.

LCD is "Liquid Crystal Display." In digital projectors it's a technology that allows all of the pixels in an image to be displayed.

Lumens or ANSI measures light output. The greater the lumens, the greater the range of light capability.

Resolution is the number of individual dots a display uses to present an image. The greater the resolution, the more detail of an image will be displayed.

Reverse/Invert allows an image to be reverse displayed for rear projection, or flips (inverts) an image from top to bottom. This is useful when mounting a projector to a ceiling upside down.

SVGA Resolution gives each image 1,310,720 individual pixels for display. The more pixels used, the more detailed the image will appear.

XGA Resolution gives each image 783,360 individual pixels for display. The more pixels used, the more detailed the image will appear.

new

EPSON®
EXCEED YOUR VISION

A PowerLite® 1880 Multimedia Projector Easy set up is yours thanks to horizontal keystone correction, which allows you to create a rectangular image no matter where you place the projector. The 1.6X optical zoom allows images to be displayed at shorter distances, so you can use the projector in smaller spaces. Multiple connectivity options include Ethernet, USB and HDMI, in addition to standard A/V connections. Advanced networking features include remote monitoring, message broadcasting and seamless integration with Crestron RoomView®. Powerful 10W sound output enhances your content. Long lamp life, up to 4,000 hours for a lower cost of ownership. 13½" × 10⁹⁄₁₀" × 4⅛". Manufacturer's limited two-year warranty on projector; 90-days on lamp.

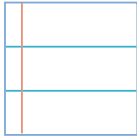| ID	No.	Resolution	Brightness	Weight	Unit	Price
1	EPS-V11H451020●	1024 × 768 Pixels	4000 lm	7.4 lbs.	EA	1,199.00

B PowerLite® 1776W Multimedia Projector Get wireless, widescreen performance in the ultimate ultraportable with 3000 lumens color/white light output. The native WXGA (1280 × 800) widescreen resolution (16:10). Cutting-edge connectivity with HDMI input. Windows®- and Mac®-compatible. Plug in wireless LAN module and Quick Connect Wireless USB key. Fast, easy setup — automatic keystone and Screen Fit quickly adjust the image to fit the screen, even if the project is placed off-center. 11½" × 8⁹⁄₁₀" × 2¹⁄₁₀". Two-year projector limited warranty, Road Service program, PrivateLine® dedicated toll-free support and 90-day lamp limited warranty.

ID	No.	Resolution	Brightness	Weight	Unit	Price
2	EPS-V11H476020●	1200 × 800 Pixels	3000 lm	3.8 lbs	EA	1,099.99

13-GR-LP-EWL

[A GUIDE TO OUR ICONS]
See page two for more information

Assembly Required

new New Item

Call if You Don't See What You Need
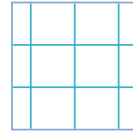
Greener Choices

BUYING GUIDE Notepad Rulings

Legal or Wide Rule
11/32" spacing between horizontal lines.
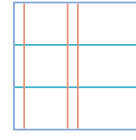**Law Ruling is Wide Rule with a 3" margin.**

College, Jr. Legal or Medium Rule
9/32" spacing between lines.

Narrow Rule
¼" spacing between lines.

Quadrille Rule
Horizontal and vertical lines evenly spaced over the entire page, creating a grid of squares.

Litigation Rule
Unique format with two sections, each with a smaller left margin for concise note taking.

A

B

C

D

B The Legal Pad™ Ruled Perforated Pads Economical. Easy-tear Letr-Trim® perforations. Sturdy chipboard backing.

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
14	TOP-7572	8½" × 14"	Legal	Canary	50	12	PK	67.17
15	TOP-7573	8½" × 14"	Legal	White	50	12	PK	67.17
16	TOP-7532	8½" × 11¾"	Legal	Canary	50	12	PK	50.23
17	TOP-7534	8½" × 11¾"	Legal	Green Tint	50	12	PK	73.31
18	TOP-7533	8½" × 11¾"	Legal	White	50	12	PK	50.23
19	TOP-7501	5" × 8"	Jr. Legal	Canary	50	12	PK	33.28
20	TOP-7500	5" × 8"	Jr. Legal	White	50	12	PK	33.28
21	TOP-75351	8½" × 11¾"	Legal	Canary	50	12	PK	59.75

Plus—Heavier 40 pt. chipboard back for extra stability.

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
22	TOP-71572●	8½" × 14"	Legal	Canary	50	12	PK	74.63
23	TOP-71573	8½" × 14"	Legal	White	50	12	PK	74.63
24	TOP-71533	8½" × 11¾"	Legal	White	50	12	PK	55.69
25	TOP-71501	5" × 8"	Jr. Legal	Canary	50	12	PK	36.63
26	TOP-71500	5" × 8"	Jr. Legal	White	50	12	PK	36.60

Two-Hole Top Punched

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
27	TOP-7531	8½" × 11¾"	Legal	Canary	50	12	PK	59.75

C Double Docket® Ruled Pads Double-sized for extra-large jobs. 60 pt. chipboard rigid back for writing support. Letr-Trim® perforation for clean tear-out. Double-stitched top.

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
28	TOP-63376	8½" × 11¾"	Narrow	Canary	100	6	PK	56.52
29	TOP-99612	8½" × 11¾"	Narrow	White	100	4	PK	38.74
30	TOP-63396 ✷	8½" × 11¾"	Law	Canary	100	6	PK	56.52

Three-Hole Punched

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
31	TOP-63387	8½" × 11¾"	Legal	Canary	100	6	PK	60.18
32	TOP-63437	8½" × 11¾"	Legal	White	100	6	PK	60.18

✷ *TOP-63396—3" margin.*

D Double Docket® Ruled Pads with Extra Stiff Back Twice the sheets of standard writing pads. Extra rigid 80-pt. chipboard back for superior stability. Heavyweight 16 lb. paper resists bleed-through. Letr-Trim® perforation for clean and easy sheet removal. Double-stitched top for added strength. Three-hole punched.

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
33	TOP-63383	8½" × 11¾"	College	Canary	100	1	PD	7.81
34	TOP-63384	8½" × 11¾"	College	White	100	1	PD	7.81
35	TOP-63378	8½" × 11¾"	Legal	Canary	100	1	PD	7.81
36	TOP-63379	8½" × 11¾"	Legal	White	100	1	PD	7.81
37	TOP-63394 ✷	8½" × 11¾"	Law	Canary	100	1	PD	7.81

✷ *TOP-63394—3" margin.*

TOPS®

A Docket® Ruled Perforated Pads Letr-Trim® perforated top pads for clean tear-out. Double-stitched top. 60 pt. chipboard rigid back for writing support.

ID	No.	Size	Ruling	Paper Color	Sheets/ Pad	Qty.	Unit	Price
	Standard 16-lb. paper							
1	TOP-63580	8½" × 14"	Legal	Canary	50	12	PK	76.27
2	TOP-63590	8½" × 14"	Legal	White	50	12	PK	76.27
3	TOP-63400	8½" × 11¾"	Legal	Canary	50	12	PK	65.80
4	TOP-63410	8½" × 11¾"	Legal	White	50	12	PK	65.80
5	TOP-63350	5" × 8"	Jr. Legal	Canary	50	12	PK	44.12
6	TOP-63360	5" × 8"	Jr. Legal	White	50	12	PK	44.12
7	TOP-64680	3" × 5"	Jr. Legal	White	50	12	PK	29.87
	Docket® Gold Heavyweight 20-lb. paper							
8	TOP-63980	8½" × 14"	Legal	Canary	50	12	PK	95.18
9	TOP-63990	8½" × 14"	Legal	White	50	12	PK	95.18
10	TOP-63950	8½" × 11¾"	Legal	Canary	50	12	PK	78.82
11	TOP-63960	8½" × 11¾"	Legal	White	50	12	PK	78.82
12	TOP-63900	5" × 8"	Jr. Legal	Canary	50	12	PK	47.28
13	TOP-63910	5" × 8"	Jr. Legal	White	50	12	PK	47.28

[A GUIDE TO OUR ICONS]
See page two for more information

$ Value Pack

new New Item

Made of Some Recycled Material

Greener Choices

13-GR-LP-EWL

BUYING GUIDE Paper

The type of paper you use to print your documents can have a big impact on the results you want to achieve. Consider the following when making your selection.

BRIGHTNESS SCALE

92 us / 102 int

- Measures how much light a sheet of paper reflects.
- Higher brightness ratings make sharper text and images.
- The U.S. uses the GE/Tappi scale, represented with a number below 100; the international scale incorporates numbers higher than 100.
- Standard file copy and internal document brightness is 92 (102-106 international). For color and attention-worthy documents, a minimum of 96 (108-112) brightness is recommended.

WEIGHT

- Office paper ranges from 20 to 32 lb.
- Heavier papers are better for high color saturation and have higher opacity. Heavier papers are ideal for graphics and text-heavy purposes.
- 24-lb. and 28-lb. paper are suggested for presentations, proposals and reports.

CHOOSING ENVIRONMENTALLY PREFERABLE PAPER

WHY BUY RECYCLED PAPER?

- One ton of recycled paper (about 20 cases) saves 17 trees, 390 gallons of oil, 7,000 gallons of water and 4,100 kwh of energy. It also eliminates 60 pounds of air-polluting emissions and saves 8 cubic feet of landfill space. Source: Department of Conservation.
- Recycled paper performs just as well as virgin paper in office equipment.

Look for the highest percentage of post-consumer content in the paper. Post-consumer content indicates the amount of waste paper collected from consumers and reprocessed.

WHY BUY CHLORINE-FREE PAPER?

White paper bleached with Chlorine and Chlorine Dioxide emits dioxin and other toxins into our air and water. These toxins get into our food chain and can be harmful to the health of animals and humans.

Look for these icons throughout the section.

RECYCLED – Uses less water, less energy and fewer chemicals in manufacturing.

GREEN SEAL – Independent, nonprofit organization certifies paper that meets these criteria:
- At least 30% post-consumer recycled fiber.
- Post-consumer fiber is not de-inked with chlorine.
- Bleaching agent for virgin fiber does not contain chlorine.

DID YOU KNOW?

BEST Laser paper delivers the most professional-looking results and is an ideal choice for sales and marketing presentations. Laser paper offers sharper, crisper text and images.

BETTER Multipurpose paper—recycled, white or colored—provides good results on most office machines. It's a great choice for important internal documents and reports.

GOOD Copy paper is the most economical choice for everyday, high-volume copier needs. It's best for drafts, memos, faxes and proofing.

Handsfree automatic feed

Traditional feed

BE SAFE AND SMART!
Shred sensitive business and personal documents.

First, choose from two styles of shredders:

• Traditional manual feed of sheets for on-the-spot frequent or occasional shredding.

• Handsfree, automatic stack feed for on-the-go convenience and large volume shredding.

Next, compare your needs to the features outlined below.

SHREDDER TYPE	RECOMMENDED USERS	APPROXIMATE SHEETS PER JOB	IDEAL FOR
CONTINUOUS	Up to 12 or More	Over 500	High Security, Departmental & Large Offices
HEAVY	Up to 10	Up to 500	Medium Offices
MEDIUM	Up to 5	Up to 250	Small Offices or Homes
LIGHT	Up to 3	Up to 50	Personal & Deskside

SHRED STYLE	High Security	Micro-Cut	Cross-Cut	Strip-Cut
SIZE & CUT				
SECURITY LEVEL	Level VI	Level IV-V	Level III	Level I-II
SUGGESTED APPLICATIONS	Most secure cut is virtually impossible to reassemble. Highly sensitive or top-secret documents including financial, medical, personnel and proprietary information. Ideal for high productivity areas such as military and governmental agencies where classified and restricted information is handled.	Offers strong security for sensitive documents and confidential information such as, but not limited to, legal and bank documents, medical or personnel records or proprietary research. Great for financial institutions, human resources and marketing departments within corporations and hospitals.	Offers security for confidential documents such as credit and college applications, banking and insurance papers and interoffice documents. Ideal for use in areas of moderate productivity such as credit and insurance agencies, colleges and small businesses.	Economical security for internal small office or home information. Good for personal use and low or nonsensitive information.

CONSIDER THESE FEATURES/FUNCTIONS

Jam Prevention Features
There are two basic types of jam-prevention features which reduce wear on the shredder motor and extend the life of the machine.

• **Jam-free**—Uses built-in technology to sense and power through tough jobs so that paper jams are eliminated.

• **Auto-reverse**—Immediately reverses the paper feed when a jam occurs, thus preventing a worse jam.

Specialty Shredding
Destroys CDs, credit cards, staples and paper clips.
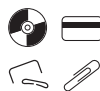
Greener Choices
Energy-saving features reduce energy costs.

Self-Oiling Feature
Reservoir holds shredder oil and automatically releases it at periodic intervals to enhance the performance of the cutters and prolong the life of the shredder.

Self-Oiling

Sheet Capacity
The number of sheets that can be shred at once.

High Throughput
Throughput is the maximum number of sheets that can be shred in one minute. (Sheet capacity × single sheet speed = throughput.) The higher the throughput capacity the faster your shredding will get done!

How to choose the right pen

Choose your ink type and point size, then consider these other factors.

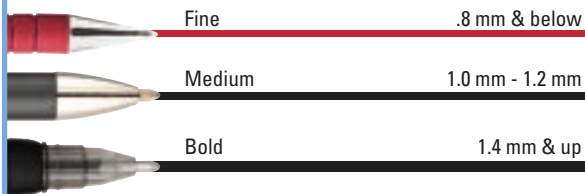- Fine/Micro for detailed writing.
- Medium for average line width.
- Bold for the most vivid marking.
- Pens that prevent check washing.
- Style.
- Grip.
- Color.
- Eco-responsible features.

BALLPOINT PENS

Fine	.8 mm & below	
Medium	1.0 mm - 1.2 mm	
Bold	1.4 mm & up	

BALLPOINT INK
- Quick-drying ink – great for left-handers.
- Perfect for writing through carbon copies.
- Writes with precise lines.
- Less smearing than roller ball and gel inks.
- Typically offers extended write life.

ROLLER BALL PENS

Micro/Extra Fine/Needle	.5 mm & below	
Fine	.7 mm	
Bold	.8 mm & up	
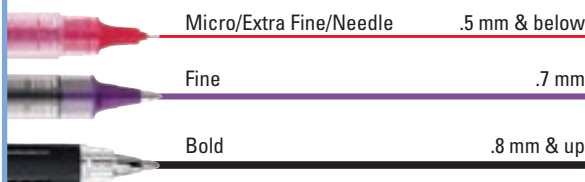
ROLLER BALL INK
- Fluid ink takes very little effort to make the ink flow.
- Longer drying time than ballpoint.
- Provides bright, vibrant, rich coloring on your page.
- Juicy ink lay down.

GEL PENS

Micro/Fine/Needle	.5 mm & below	
Medium	.7 mm	
Bold	1.0 mm	
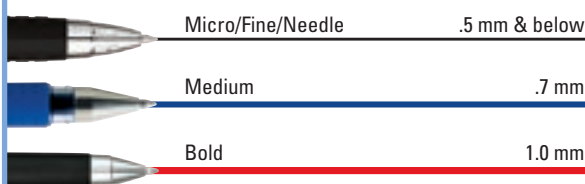
GEL INK
- Combines qualities of ballpoint and roller ball pen.
- In an idle state, ink is thick, similar to a ballpoint.
- Once the ball begins rolling, provides a fluid writing experience like a roller ball.
- Provides bright, vibrant, rich coloring on your page.

Storage Drawers vs. Storage Boxes?
What is right for you?

HERE IS A SIMPLE FORMULA TO HELP YOU DECIDE:

FIRST—determine how often you will access the contents.

SECOND—determine how much space you have for storage.

THIRD—select the style that best fits your needs.

STORAGE DRAWER SYSTEMS ARE IDEAL IF YOU:	STORAGE BOX SYSTEMS ARE IDEAL IF YOU:
Have limited storage space.	Have ample storage space (with or without shelves).
Need easy and frequent access to files.	Require infrequent access to files.
Need fast file retrieval.	Are moving files off-site.
	Have specialty storage needs.

SELECT THE STYLE THAT'S BEST FOR YOUR SECURITY AND ACCESSIBILITY NEEDS

PULL-OUT DRAWER
Pull handle delivers smooth opening and closing for easy, frequent access.

LIFT-OFF LID
Provides easy file access to storage boxes. Choose locking lids for more secure storage.

ATTACHED FLIP-TOP LID
Hinged design on storage boxes prevents lid loss.

STRING & BUTTON
Maximum security closure keeps drawers or boxes secure, even if overturned.

CHOOSING THE RIGHT DRAWER

The stronger the drawers, the higher they can be stacked and the more space you will save:

MAXIMUM SPACE-SAVING

Maximum Space-Saving
Stacks up to ten drawers high.

EXTRA SPACE-SAVING

Extra Space-Saving
Stacks up to seven drawers high.

BASIC SPACE-SAVING

Basic Space-Saving
Stacks up to two drawers high.

CHOOSING THE RIGHT STORAGE BOX

Strength determines stackability and accessibility—the stronger the box, the longer it lasts and the more it withstands frequent file access and handling:

HEAVY-DUTY

Heavy-Duty—For Frequent Access
• Frequent file retrieval (4 times per year or more)
• Heaviest use and highest stacking options

MEDIUM-DUTY

Medium-Duty—For Occasional Access
• File retrieval of 2 times per year or less (every six months)
• Moderate use and medium stacking options

BASIC-DUTY

Basic-Duty—For Infrequent Access
• File retrieval of once per year or less
• Basic use and lower stacking options

BUYING GUIDE Sheet Protectors

CONSIDER MATERIAL
Polypropylene protects without image transfer and is good for long-term storage, while heavier vinyl serves when archival safe protection is not required

CONSIDER STYLE
Display photos and more!
• Top Loading is easy to load
• Side Loading
• Multi-Page Capacity
• Secure Top

CONSIDER GAUGE
Heavier gauge means better durability and a more professional look. Choose from:
• Super Heavy
• Heavy
• Standard
• Economy

A

AVERY®

A **Heavyweight and Super Heavyweight Easy Load Sheet Protector** Clear binding edge for professional look.

ID	No.	Color	Gauge	Load Type	Qty.	Unit	Price
1	AVE-74130 ✳	Clear	Super Heavy	Top	50	BX	24.07
2	AVE-74106 ✳	Clear	Heavy	Top	50	BX	14.88
3	AVE-74100 ✳	Clear	Heavy	Top	100	BX	24.25
	For 14 × 8½ Inserts—Seven-hole punched.						
4	AVE-73897	Clear	Heavy	Top	25	PK	11.45
	Value Pack—Stock up and save!						
5	AVE-74400 ✳ Ⓢ	Clear	Heavy	Top	200	BX	42.73

✳ *AVE-74130, AVE-74106, AVE-74100, AVE-74400—Diamond Clear finish.*

B

AVERY®

B **Heavyweight Three-Hole Punched Clear Sheet Protector** Perfect for use with tab dividers. Nonstick polypropylene won't lift print off inserts. Diamond clear finish.

ID	No.	Color	Gauge	Load Type	Qty.	Unit	Price
6	AVE-74203 ✳	Clear	Heavy	Top	50	BX	17.88

✳ *Diamond Clear finish.*

C

AVERY®

C **Heavyweight and Super Heavyweight Easy Load Non-Glare Sheet Protector** Prevents distracting glare with a Non-Glare finish, especially in fluorescent light. Each sheet protector holds five to ten pages.

ID	No.	Color	Gauge	Load Type	Qty.	Unit	Price
7	AVE-74131 ✳	Clear	Super Heavy	Top	50	BX	24.07
8	AVE-74107 ✳	Clear	Heavy	Top	50	BX	14.88
9	AVE-74102 ✳	Clear	Heavy	Top	100	BX	24.25
	Value Pack—Stock up and save!						
10	AVE-74401 ✳	Clear	Heavy	Top	200	BX	42.73

✳ *Includes Box Tops for Education® coupon. Nonglare finish.*

D

AVERY®

D **Recycled Economy Weight Clear and Semi Clear Sheet Protector** Good for long-term storage, nonstick polypropylene won't lift print off inserts. Clear binding edge for a professional look. Easy top loading design makes it convenient to store and access your documents ⊕ ⌀

ID	No.	Color	Gauge	Load Type	Qty.	Unit	Price
11	AVE-75537 ✳	Clear	Economy	Top	100	BX	19.14
12	AVE-75539 ✳	Semi-Clear	Economy	Top	100	PK	19.64
13	AVE-75538 ✳	Semi-Clear	Economy	Top	200	PK	38.28

✳ *Includes Box Tops for Education® coupon. Contains 40% post-consumer recycled content.*

E

AVERY®

E **Standard and Economy Weight Clear and Semi-Clear Sheet Protector** Preserve the look and condition of documents. Acid-free. Good for long-term storage, nonstick material won't lift print. Fits standard three-ring binder.

ID	No.	Color	Gauge	Load Type	Qty.	Unit	Price
14	AVE-75536 ✳	Clear	Standard	Top	100	BX	19.14
15	AVE-74090 ✳	Clear	Economy	Top	50	BX	10.11
16	AVE-74098 ✳	Clear	Economy	Top	50	BX	9.47
17	AVE-74101 ✳	Clear	Economy	Top	100	BX	17.99
	Value Pack—Stock up and save!						
18	AVE-75091 ✳	Clear	Economy	Top	100	BX	19.13
19	AVE-74170 ✳	Clear	Economy	Top	150	BX	26.87

✳ *Includes Box Tops for Education® coupon.*
AVE-75536, AVE-74098, AVE-74101, AVE-74170—Semi-Clear finish.

Great Service
We can help you with selection & solutions.

13-GR-LP-EWL

Prices subject to change without notice.
Visit our website for the latest pricing and product information.

1415

BUYING GUIDE Custom Stamps

SELECT YOUR PRODUCT:

■ STAMPS

2000 PLUS®

Self-Inking Stamps

■ DATERS

trodat®

Self-Inking Daters

Xstamper.

VersaDater and XpeDater Pre-Inked Daters

■ ENVIRONMENTALLY FRIENDLY

UNIVERSAL. PERFECTLY PRACTICAL

2000 PLUS®

Self-Inking Stamps

Xstamper® ECO-GREEN®

SELECT YOUR TYPESTYLE:

Choose a typestyle from the options shown below. This is how your impression will appear, including justification, typeface and boldness. We will automatically use the print size that best fills your stamp.

Style #112	Helvetica Centered	Style #212	New Century Centered
Style #113	Helvetica Left Justified	Style #213	New Century Left Justified
Style #132	**Helvetica Bold Centered**	Style #232	**New Century Bold Centered**
Style #133	**Helvetica Bold Left Justified**	Style #233	**New Century Bold Left Justified**
		Style #312	*Zapf Chancery Centered*
		Style #313	*Zapf Chancery Left Justified*

SELECT YOUR INK COLOR:

- ● Black
- ● Blue
- ● Red
- ● Green
- ● Purple
- ● Blue/ ● Red (Daters Only)

NOTE: Default color is Black.

SPECIFY YOUR TEXT:

FILL IN SPACE ON ORDER FORM

Tell us what you want your stamp to say. If you want to duplicate a stamp that you already have, stamp the message on a blank piece of paper, and fax or mail it to us with your order. If you're creating a brand new stamp, indicate your imprint information and style number.

All signature stamps must be mailed in. When ordering signature stamps, please sign three times on white unlined paper using a black felt pen. Do not underline. Sign in actual size.

NOTE: If your signature is larger than the copy area of the stamp ordered, we will reduce the signature to fit the stamp. If the signature is smaller, we will leave the size as submitted.

Outfit your office with affordable, performance-built staplers. Consider the type of stapler that is right for your needs.

ELECTRIC STAPLERS

For fast, effortless stapling projects—small or large!
Use in a shared area or desktop.

| CAPACITY | Range from 2 to 80 sheets. |

LOOK FOR
- Highest capacity models for your needs.
- Flat clinch for flatter stacking.
- Anti-jam.
- Battery operated or AC power.
- Staple position guides for accurate placement.
- User control which lets you decide when the stapler activates.
- Built-in staple storage.

HEAVY-DUTY STAPLERS

For any shared workspace or high-capacity user.

| CAPACITY | Range from 2 to 215 sheets. |

LOOK FOR
- Reduced effort technology for lower operating force.
- Flat clinch for neater stacking.
- Adjustable throat depth for precise stapling location.

MANUAL/GRIP DESKTOP STAPLERS

For everyday work needs, home, school or small office.

| CAPACITY | Range from 2 to 70 sheets. |

LOOK FOR
- Reduced effort technology for lower operating force.
- Jam-free technology for high-performance stapling.
- Flat clinch for flatter stacking.
- Ergonomically designed grip models provide comfortable in-hand stapling.
- Durable metal construction provides long-term performance.
- Front load of staples for quick, easy loading.
- Full and compact sizes.
- Stand-up designs.

SPECIALTY STAPLERS

For unique everyday fastening needs.

| CAPACITY | Range from 2 to 60 sheets. |

LOOK FOR
- Full and compact sizes.
- Bind booklets, brochures and magazines.
- Fasten tags and receipts.

NOW CHOOSE THE RIGHT STAPLE

Staples are not created equal. Select premium staples for superior performance.
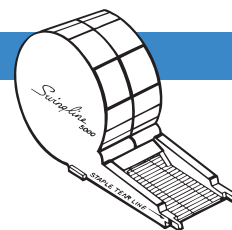
Standard and Premium Staples
used in most staplers.

Crown Staples
require specific staplers. Improve holding power.

Heavy-Duty Staples
require specific staplers. Strong construction to penetrate high sheet counts.

Cartridge
can hold up to 5,000 staples. Used in electric staplers.

A

B

STANLEY
BOSTITCH®

A **NoJam™ Desktop Heavy-Duty Stapler** Compact, heavy-duty stapler with NoJam™ mechanism. Metal with soft-touch handle and cushioned base. Rear loading of ¼" and ⅜" heavy-duty staples. 2¾" throat depth. Manufacturer's lifetime limited warranty. All sheet capacities are based on 20-lb. bond.

ID	No.	Sheet Capacity	Color	Unit	Price
1	BOS-03201	60	Black	EA	46.19

Also Consider:

ID	No.	Description	Qty.	Unit	Price
2	SWI-35318	S.F.® 13 Heavy-duty ⅜" staples	1,000	BX	7.81

Rapid »»®

B **HD80 Personal Heavy Duty Stapler** Staples up to 80 sheets. Ergonomic design. Adjustable paper stop. Top loads ¼", ⅜" and ½" heavy-duty staples. All metal construction with extra wide base. Low staple indicator. Manufacturer's five-year warranty. All sheet capacities are based on 20-lb. bond.

ID	No.	Sheet Capacity	Color	Unit	Price
3	ESS-73159	80	Black	EA	39.05

BUYING GUIDE Desktop Staplers

Desktop staplers come in a variety of sizes and designs. When making your selection, consider how you staple: Do you grip the stapler in the palm of your hand, or do you use it on your desk?

GRIP STAPLERS
- Select full-strip or half-strip (compact) size for a perfect fit.
- Ease of use: Look for durable handles with soft-touch accents for comfort.
- Plastic construction offers lighter weight.

DESK STAPLERS
- Capacity: Choose a desk stapler for everyday use with a capacity (from 15 up to 70 sheets) that fits your needs.
- Look for styles and colors to fit your décor.

PORTABLE STAPLERS
- Smaller size staplers fit in purse or briefcase.

FEATURES TO LOOK FOR

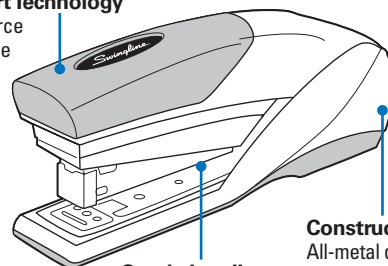**Antimicrobial Product Protection**
All Metal Durability
Jam-Free Technology for high performance stapling.
Flat Clinch for neater stacking.
Quiet Staplers provide a better work environment.

Reduced-Effort Technology
Requires less force to push the staple through a stack of paper.

Construction
All-metal durability.

Staple Loading
Front load offers easy, quick staple loads.

BUYING GUIDE Electric Staplers

Choose the right stapler for your needs.
Consider use, capacity and frequency.

HEAVY USE:

Cartridge Stapler
With 5,000 staples per cartridge, these machines go longer between reloads.

Flat Clinch
Staples close flat so papers stack neatly and evenly.

Capacity
A larger capacity range means one stapler can be used for multiple stack sizes.

INDIVIDUAL USE:

Capacity
Varies by machine and ranges from 12 to 80 sheets.

Size
Consider where the stapler will sit—some models take up less space than others.

Portability
For go-anywhere stapling, consider battery-operated models.

FEATURES TO LOOK FOR

User control feature lets you decide when the stapler activates.

Built-in staple storage keeps staples ready for reload when you need them.

Staple position guides for accurate staple placement on your document.

Convenience features—low staple indication, built-in staple storage and on-board staple remover mean fewer interruptions.

90-sheet capacity
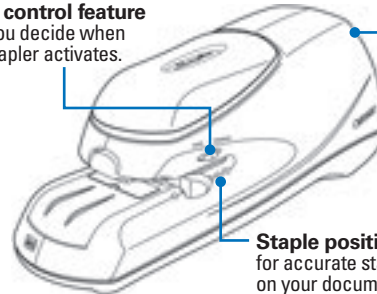
Rapid

A 5080e Professional Electric Stapler Ideal for busy copy centers, mailrooms and offices. Guaranteed for 500,000 stapling operations. Flat-clinch style so papers lie flat. See-through visor for visibility to stapling point. Safety shut-off. Adjustable throat depth. Plastic and steel construction with extremely quiet action. Easy front patented loading cartridge (5,000) of heavy-duty staples (included). 9-ft. cord. Manufacturer's limited two-year warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
1	ESS-90147	90	Black	EA	686.31

Also Consider:

ID	No.	Description	Qty.	Unit	Price
2	ESS-90220	Heavy duty staple cartridge, 5,000/ea	5,000	BX	41.02

Swingline

70-sheet capacity

C 270® High-Capacity Flat Clinch Electric Stapler with Jam Release Mechanism Exceptional capacity, speed and stamina for any job you bring its way. Flat clinch mechanism. Precision adjustment guide for perfect alignments. Plastic and metal construction. Throat depth adjustable from $\frac{1}{4}$" to 1-$\frac{1}{8}$". Top loads a cartridge of 5,000 flat clinch staples. Manufacturer's one-year warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
5	SWI-69270	70	Black	EA	592.10

Also Consider:

ID	No.	Description	Qty.	Unit	Price
6	SWI-69495	Heavy-duty staple cartridge	5,000	RL	31.27

60-sheet capacity

Rapid

B 5050e Professional Electric Stapler Perfect for high-volume copy centers and offices. Guarantees 500,000 operations. Staples clinch flat. Adjustable paper guide and throat depth. Front loads cartridge of 5,000 heavy-duty staples (included). Manufacturer's limited two-year warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
3	ESS-73157•	60	White	EA	527.92

Also Consider:

ID	No.	Description	Qty.	Unit	Price
4	ESS-73158	Heavy duty staple cartridge, 5,000/bx	5,000	BX	34.60

20-sheet capacity

Swingline

D Model 67 Electric Stapler
Everyday stapling ease you can count on. Features adjustable paper gauge and safety shut-off. Suction feet. Plastic and metal. Throat depth adjustable to 1". Front loads a full strip (210) of standard staples. Manufacturer's 90-day warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
7	SWI-06701	20	Black	EA	264.81

Also Consider:

ID	No.	Description	Qty.	Unit	Price
8	SWI-35450	S.F® 4 Full strip $\frac{1}{4}$" staples	5,000	BX	4.51

All sheet capacities are based on 20-lb. bond.

13-GR-LP-EWL

Prices subject to change without notice.
Visit our website for the latest pricing and product information.

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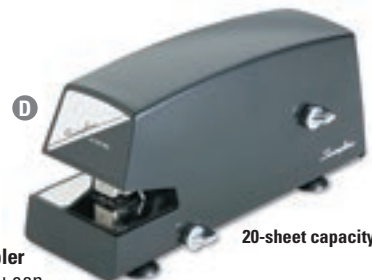
BUYING GUIDE Heavy-Duty Staplers

Heavy-duty staplers are perfect in shared areas or anywhere there is a need for stapling high sheet-count documents.

FOR COPY ROOMS AND SHARED AREAS CONSIDER:

Capacity
Heavy-duty staplers offer various sheet capacity capabilities, from two sheets through 215 sheets.

Staple Type
Some models use different size staples for different sheet counts. Make sure you order the proper staples for the model.

Comfort and Reduced Effort
Look for reduced effort technology and soft touch accents for comfortable use and lower operating force.

Jam Clearing
Select models offer jam-free performance or a jam clearing mechanism.

FOR PERSONAL USE AT YOUR DESKTOP CONSIDER:

Capacity
Choose smaller heavy-duty models that can accommodate up to 120 sheets.

Stapling Capacity
For convenience, select a model that can accommodate the maximum amount of sheets without having to change the staple size.
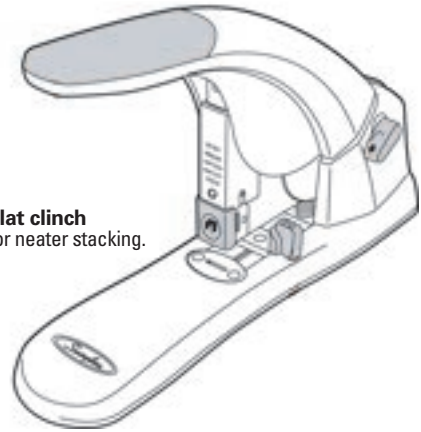
Reduced Effort Technology
Many models are ergonomically designed with low force technology to help make stapling through large stacks of paper easy.

FEATURES TO LOOK FOR

Antimicrobial finish

Flat clinch
for neater stacking.

BOSTITCH

A EZ Squeeze™ Heavy Duty Stapler Bostitch EZ Squeeze technology allows for 70% less force in stapling. Flat clinch improves stacking and helps reduce file space requirements. Uses world famous B8® PowerCrown™ staples—staples 2 to 130 sheets with one size staple. Manufacturer's limited lifetime warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
1	BOS-B8130	130	Black	EA	141.79

Also Consider:

ID	No.	Description	Qty.	Unit	Price
2	BOS-STCR130XHC1M	B8 heavy-duty flat-clinch staples	1,000	BX	10.79

Swingline

B LightTouch® Heavy-Duty Stapler Staples from 20 to 120 sheets with one staple size and 50% less effort. Jam-clearing knob and adjustment guide. Metal with soft touch accents. Throat depth adjusts to 2¾". One-button front-loading cartridge for a full strip (100) of ⅝" heavy-duty staples. Package includes 500 staples. Manufacturer's limited lifetime warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
3	SWI-90010	120	Black/Gray	EA	135.76

Also Consider:

ID	No.	Description	Qty.	Unit	Price
4	SWI-90009	Full strip ⅝" staples, 2,500/BX	2,500	BX	11.78

PaperPro®
The New Power in Staplers™

C High Capacity Stapler Saves desktop space—smaller, lighter and more powerful than most traditional high capacity staplers. Patented spring-powered two finger stapling power. Ergonomic design and jam-free construction. Bottom loads a full strip (210) ⅝" high-capacity staples. Package includes high-capacity staples. Manufacturer's two-year warranty.

ID	No.	Sheet Capacity	Color	Unit	Price
5	ACI-1210	65	Black/Silver	EA	67.49
6	ACI-1200	60	Black/Gray	EA	50.98

All sheet capacities are based on 20-lb. bond.

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Visit our website for the latest pricing and product information.

1469

Choose the right staple for the type of stapler you are using, and choose the staple size that corresponds with the number of sheets you will be stapling.

When selecting staples, consider:

FOR DESKTOP AND STRIP ELECTRIC STAPLERS
Premium staples provide superior performance in a stapler. Not all stapler jams are caused by the stapler—some are caused by the staple itself. It's worth the money to prevent jams and frustration by buying premium staples with superior engineering.

FOR HEAVY-DUTY STAPLERS
Use different size staples for different sheet capacities. Make sure you have the largest staple size to maximize the potential of your stapler.

FOR SPECIALTY STAPLERS
Specialty staplers often take specialty staples. Make sure you choose the correct staple.
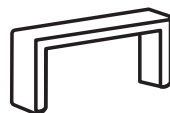
BUYING GUIDE Staples
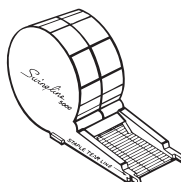
CHOOSE THE RIGHT STAPLE

CROWN STAPLES
Are used in specific staplers. Improves holding power.

HEAVY-DUTY STAPLES
Require specific staplers. Strong construction to penetrate high sheet counts.

CARTRIDGE
Can hold up to 5,000 staples. Used in electric and heavy-duty staplers.

ID	No.	Fits Machines	Size	Sheet Capacity	Strip Count	Staples Per Unit	Unit	Price
1	UNV-79000	All Standard Staplers	¼ in Standard	20	210	5,000	BX	13.85
2	SWI-35108	All staplers holding a full strip of 210 standard staples	¼ in Standard	20	210	5,000	BX	3.96
3	SWI-35440	All staplers holding a half strip of 105 standard staples	¼ in Standard	25	105	5,000	BX	4.51
4	SWI-35123	All staplers holding a half strip of 105 standard staples	¼ in Colored	25	105	6,000	PK	10.68
5	SWI-35450 ✷	All staplers holding a full strip of 210 standard staples	¼ in Standard	25	210	5,000	BX	4.51
6	SWI-35550	Swingline® 77701, 77715, 87875, 48210	⅜ in High Capacity	70	125	2,500	BX	7.81
7	SWI-35556	Optima® or other standard staplers	¼ in Standard	45	210	3,750	BX	7.27
8	SWI-50050	Swingline® 690e, 520e, 5000 Series, 790, Zephyr, Electric Saddle Stapler	¼ in Cartridge	30	5,000	5,000	RL	17.39
9	SWI-35665	Swingline® 33801, 33811	¼ in Arched Crown	20	105	5,000	BX	5.61
10	SWI-90009	Swingline® Heavy-Duty 90010	⅝ in Heavy-Duty	120	100	2,500	BX	11.78
11	SWI-35318	Bostitch® 03201, 00540, B310HDS;Boston® 73131;GBC® 224HXD, 213HD;Rapid® HD170;Swingline® 113XD, 900XD, 13-16, 390;Universal® 43043	⅜ in Heavy-Duty	60	100	1,000	BX	7.81
12	SWI-35314	Bostitch® 03201;Boston® 73131;GBC® 224XHD, 213HD;Rapid® HD170, 90E, 100E;Swingline® 113XD, 900XD, 13-16, 390, 414;Universal® 43043	¼ in Heavy-Duty	25	100	1,000	BX	6.71
13	SWI-35312	Bostitch® 00540, B310Hds;Boston® 73131;GBC® 224XHD, 213HD;Rapid® HD170;Swingline® 113XD, 900XD, 13-16, 390, 415;Universal® 43043	½ in Heavy-Duty	90	100	1,000	BX	8.36
14	SWI-35319	GBC® 224XHD, 390, 415;Swingline® 900XD	¾ in Heavy-Duty	160	100	1,000	BX	11.23
15	SWI-35320	Swingline® 900XD;GBC® 224XHD, Bostitch® 00540	¹⁵⁄₁₆ in Heavy-Duty	210	100	1,000	BX	13.43
16	SWI-79398	Swingline® 39 and other heavy-duty staplers	⅜ in Heavy-Duty	60	100	5,000	BX	14.54
17	SWI-79392	Swingline® 39 and other heavy-duty staplers	½ in Heavy-Duty	90	100	5,000	BX	16.74
18	BOS-SBS1914CP	All staplers holding a full strip of 210 standard staples	¼ in Standard	20	210	5,000	BX	4.39
19	BOS-STCRP211514	All Stanley® Bostitch B8® Staplers	¼ in B8	30	210	5,000	BX	6.19
20	BOS-STCR75XHC1M	Bostitch® B875	¼ in B8	75	105	1,200	BX	10.29
21	BOS-STCR130XHC1M	Bostitch® B8130	½ in B8	130	105	1,000	BX	10.79
22	BOS-STCR21153/8	Stanley® Bostitch B8® Heavy-Duty Electric Stapler	⅜ in B8	45	210	5,000	BX	10.39
23	BOS-SB35PHD-5M	Stanley® Bostitch PHD-60	⅜ in Heavy-Duty	60	100	5,000	BX	25.49
24	BOS-SB38HD-1M	Stanley® Bostitch B380HD-BLK Auto 180™	⁹⁄₁₆ in Heavy-Duty	180	100	1,000	BX	11.49
25	ACI-1901	All Staplers Using Full Strip Standard Staples;PaperPro® ACI-1110 Series, 1100 Series	¼ in Standard	28	210	5,000	BX	3.78
26	ACI-1962	Most High Capacity Staplers;PaperPro® ACI-1200, 1210	⅜ in Heavy-Duty	65	125	3,000	BX	6.99
27	ACI-1913	Most Heavy-Duty Staplers;PaperPro® ACI-1300	½ in Heavy-Duty	100	100	1,000	BX	7.23
28	ESS-90003	Rapid® S50 High-Capacity SuperFlatClinch Half Strip Desktop Stapler, K1 Pliers, K2, R90E, R100E	⁵⁄₁₆ in High Capacity	50	210	5,000	BX	9.49
29	ESS-73121•	Rapid® 5025e Electric Stapler, 5020e Electric Stapler	Heavy-Duty	25	1,500	3,000	EA	32.37
30	ESS-73158	Rapid® 5050e Heavy-Duty, Flat-Clinch Electric Stapler	¹⁹⁄₆₄ in Cartridge	50	5,000	5,000	BX	34.60
31	ESS-90220	Rapid® 5080e Heavy-Duty, Flat-Clinch Electric Stapler	²⁷⁄₆₄ in Cartridge	90	5,000	5,000	BX	41.02
32	ESS-02897	Rapid® Heavy-Duty Cartridge Stapler 02892	¼ in Cartridge	25	210	1,050	PK	19.37
33	ESS-02900	Rapid® Heavy-Duty Cartridge Stapler 02892	⁵⁄₁₆ in Cartridge	40	210	1,050	PK	20.81
34	ESS-02903•	Rapid® Heavy-Duty Cartridge Stapler 02892	¹³⁄₃₂ in Cartridge	55	210	1,050	PK	21.59
35	ESS-02904	Rapid® Heavy-Duty Cartridge Stapler 02892	¹⁵⁄₃₂ in Cartridge	80	210	1,050	PK	22.14

✷ *Maximum capacity; actual capacity varies with stapler.*

13-GR-LP-EWL

[A GUIDE TO OUR ICONS]
See page two for more information

new New Item

Call if You Don't See What You Need

Made of Some Recycled Material

Greener Choices

Why Use Premium Paper?

To make a great impression. Whether you're a large corporation or a small business with big plans, your stationery system is the foundation of your identity. Get noticed with a wide range of premium paper options that communicate quality and create confidence.

Most premium papers are recommended for inkjet and laser printers, as well as high-speed copiers and are ideal for:

- Presentations, proposals, reports
- Letterhead and business stationery
- Announcements and invitations
- Resumés
- Legal documents

Guide to Premium Papers

COTTON PAPERS

Cotton papers have a distinct feel, and make a distinct impression. They communicate prestige, elegance and quality.

- Cotton fiber is tree-free.
- Cotton fibers are naturally whiter and more durable than wood fibers.
- Cotton papers are usually available in 25% and 100% cotton fiber.

ENVIRONMENTALLY FRIENDLY PAPERS

Everyone knows, green is the way to go when you have a choice. With premium papers you actually have many choices.

- Many premium papers are third-party certified for responsible forestry practices.
- Recycled fiber content is available in different levels ranging from 30% to 100%.
- Other certified options are available such as Green-e® and Green Seal Certified®.

TEXTURED AND SMOOTH FINISH PAPERS

Adding texture to any printed communication elevates the brand message. With so many to choose from, your look and feel can be anything from handcrafted to contemporary.

- Don't fear texture; most are ideal for any print or specialty process.
- Texture adds a unique quality that is both visual and tactile.
- There is a wide variety of finishes available, from smooth to linen and laid, to lineal and grid patterns.

COLORED PAPERS

A great way to add pop and pizzazz to any project is with the actual paper color. There are many options available, from ivory and natural to gray and blue.

- Use different, but complementary paper colors for a stationery system.
- Using colored paper is like adding an ink color, without additional cost.
- Color adds depth and distinction to any print communication.

Which Time Management Tools Are Right for You?

When choosing planners, appointment books and calendars, it's important to consider:

Format—Do you plan by the minute, the hour, the week or the month?

Size—Will you use your planner at your desk or travel with it?

Scheduling needs—Do you keep track of yourself or multiple people?

Personal style—Want to reflect your favorite causes? Want something professional or something with flair?

PLANNING SYSTEMS

APPOINTMENT BOOKS

DESK CALENDARS & PADS

WALL CALENDARS

Appointment books show a day, week, or month at a time to help keep busy schedules in order.
Best for: Administrators, detail-oriented perfectionists, and those who schedule their own appointments.

Group appointment books are geared toward offices with multiple schedules to track, such as medical and law practices.

Planners & organizers are often refillable and can include notepads, storage and telephone/address sections.
Best for: Multi-taskers, business travelers, salespeople.

Desk calendars & pads keep the day or month in sight, plus they offer space to jot down reminders or appointments and many feature soothing photography and inspirational quotes.
Best for: Managers, administrators, professionals.

Wall calendars show a month or more so multiple people can easily coordinate.
Best for: Long-term planning and big-picture thinkers.

Erasable planning boards are great for managers who track employee work and vacation schedules or project timelines and for educators who track student jobs and assignments.
Best for: Keeping track of project deadlines, production schedules, vacation or weekly schedules.

Academic calendars/planners are formatted for a 13- or 14-month academic year and many double as assignment books.
Best for: Educators, coaches and school administrators.

OTHER FEATURES:

Wire binding—allows your appointment book to lie flat.

Tabbed sections—easy access to the month or section you need.

Reference calendars—see the month or quarter with one glance.

Four-color photography—soothing visuals brighten your space and your day.

Telephone/address section—keeps important contact information handy.

Note-taking space—perfect for quick reminders and info.

Fashionable colors/designs—get a calendar or planner that reflects your style.

LOOK FOR THESE SYMBOLS:

PINK RIBBON ICON
A portion of the proceeds from these products goes toward breast cancer research.

RECYCLED ICON
Products made from some recycled materials.

BUYING GUIDE Can Liners

CHOOSE PLASTIC TYPE AND GAUGE

LOW-DENSITY BAGS (LOW-D BAGS)
Used for rough objects under tough transport conditions. These liners are very strong and more resistant to tearing, but handle lower load capacities than Hi-D liners. The thickness of low-density liners is measured in mils. One mil equals one-thousandth of an inch. In general, the larger the waste can, the more mils needed for the liner.

Suggested Low-D Applications
• Sticks
• Plastic eating utensils
• Rough yard trimmings
• Abusive transport conditions
• Metal with sharp edges
• Glass bottles
• Objects with rough corners
• Food with rough edges (crab legs)

HIGH-DENSITY BAGS (HI-D BAGS)
Used for paper and non-rough objects under moderate transport conditions. These liners are very strong and handle higher load capacities than Low-D liners, but are less resistant to tears once punctured. The thickness of high-density liners is measured in microns. One micron equals one-thousandth of a millimeter. In general, the larger the waste can, the more microns needed for the liner.
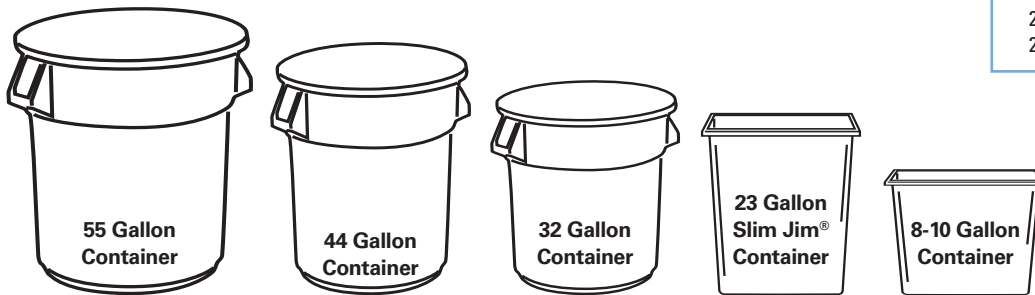
Suggested Hi-D Applications
• For office waste baskets
• Dirt, grass, rags
• Paper, paper plates/cups
• Cans without sharp edges
• Food without sharp edges
• Smooth heavy objects

CONVERSIONS	
MIC	**MIL**
6	= 0.23
7	= 0.27
8	= 0.31
9	= 0.35
10	= 0.39
11	= 0.43
12	= 0.47
13	= 0.51
14	= 0.55
15	= 0.59
16	= 0.62
17	= 0.66
18	= 0.70
19	= 0.74
20	= 0.78
21	= 0.82
22	= 0.86
23	= 0.90
24	= 0.94

MATCH LINER WITH YOUR CAN

55 Gallon Container   **44 Gallon Container**   **32 Gallon Container**   **23 Gallon Slim Jim® Container**   **8-10 Gallon Container**

GOOD'nTUFF

A Waste Can Liners Durable "Econo Liners" employ high-density resins for strong puncture resistance. Star bottom design distributes load evenly and helps prevent leaks. Small count, coreless rolls assist portion control. Translucent material allows end-user to easily identify bag contents for recycling or pilferage control.

ID	No.	Capacity	W × H	Gauge	Color	Qty.	Unit	Price
	40 Rolls/50 Bags per Roll							
1	WBI-GNT1718	4 gal	17" × 17"	5 microns	Natural	2,000	CT	66.54
	20 Rolls/50 Bags per Roll							
2	WBI-GNT2424	7 gal to 10 gal	24" × 23"	5 microns	Natural	1,000	CT	47.61
3	WBI-GNT2433	16 gal	24" × 31"	5 microns	Natural	1,000	CT	65.05
	20 Rolls/25 Bags per Roll							
4	WBI-GNT3037	30 gal	30" × 36"	8 microns	Natural	500	CT	58.93
5	WBI-GNT3340	31 gal to 33 gal	33" × 39"	9 microns	Natural	500	CT	79.59
	10 Rolls/25 Bags per Roll							
6	WBI-GNT4048	40 gal to 45 gal	40" × 46"	10 microns	Natural	250	CT	58.25
	8 Rolls/25 Bags per Roll							
7	WBI-GNT3860	55 gal to 60 gal	38" × 58"	12 microns	Natural	200	CT	69.96
8	WBI-GNT4348	56 gal	43" × 46"	14 microns	Natural	200	CT	72.38

ultra® PLUS

B Can Liners High-density bags resist punctures; ideal for office waste. Small count coreless rolls offer handling and storage ease, dispense singly. Star seal bottom.

ID	No.	Capacity	W × H	Gauge	Color	Qty.	Unit	Price
	20 Rolls/50 Bags per Roll							
9	WBI-WHD2408	7 gal to 10 gal	24" × 24"	8 microns	Natural	1,000	CT	75.55
10	WBI-WHD3308	16 gal	24" × 33"	8 microns	Natural	1,000	CT	103.27
	4 Rolls/50 Bags per Roll							
11	WBI-WHD2431	16 gal	24" × 33"	8 microns	Natural	200	CT	20.73
	20 Rolls/25 Bags per Roll							
12	WBI-WHD3710	30 gal	30" × 37"	10 microns	Natural	500	CT	88.29
13	WBI-WHD3710	31 gal to 33 gal	33" × 40"	11 microns	Natural	500	CT	114.37
	4 Rolls/25 Bags per Roll							
14	WBI-WHD3339	31 gal to 33 gal	33" × 40"	11 microns	Natural	100	CT	25.70
	10 Rolls/25 Bags per Roll							
15	WBI-WHD4812	40 gal to 45 gal	40" × 48"	12 microns	Natural	250	CT	91.00
	4 Rolls/20 Bags per Roll							
16	WBI-WHD4046	40 gal to 45 gal	40" × 48"	16 microns	Natural	80	CT	30.49
	8 Rolls/25 Bags per Roll							
17	WBI-WHD4316	56 gal	43" × 48"	16 microns	Natural	200	CT	90.84
18	WBI-WHD6014	55 gal to 60 gal	38" × 60"	14 microns	Natural	200	CT	98.64

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Visit our website for the latest pricing and product information.

1547